



# Find a Part-time or Summer Job on Campus

## Starting points at Queen's University

Some jobs are posted and the options included on this page and the next will help you strategize. Some jobs are not posted, so you will need to be proactive. Suggestions for reaching out are provided below.

### CHECK job postings in MyCareer ([careers.queensu.ca](http://careers.queensu.ca))

- Log in into MyCareer. Select “Postings” and then “All Job Postings.” View all or filter by type and geographical area.
- Check often - employers sometimes post frequently and have short timelines
- New students have access the day after enrolling in at least one course

### TUNE IN to campus

- Read local and campus news, e.g., the Journal Queen's News Centre, AMS, International Centre, Gazette, and other publications (online, print or other distribution channels).
- Check bulletin boards on campus within departments and general areas (e.g., JDUC, ARC, Mackintosh-Corry Hall)
- Look for articles about upcoming events and consider attending
- Be alert for possible opportunities (e.g., recent grants awarded to departments or professors)

### CONTACT campus employers directly and professionally

- If you go in person, dress neatly and smile; if you telephone, prepare a brief script
- Identify yourself clearly, saying your first and last name
- Let them know that you are interested in working
- Record the name and contact information of the hiring coordinator
- Inquire about their hiring procedures (check first—these are often on their website)
- Find out about the nature of the work
- Express positive interest in some aspect of the work they describe
- Thank contacts for their help and follow-up

### COMMUNICATE THE FIT between you and an opportunity

- Develop your application
- Check MyCareer ([careers.queensu.ca](http://careers.queensu.ca)) for ways to get help writing your resumes, cover letters and interviews
- Participate in workshops at Career Services (Skills/Get Experience, Resume, Cover Letter, and Interview)
- Book a 1-to-1 appointment with a Career Services Peer to review your resume and cover letter
- Strategize and problem-solve with the help of Career Services (e.g., Drop-In Career Advising Mon—Thu 1:30—3:30 PM)

### SUBMIT your application

- Address employers' requirements; follow their procedures
- Follow-up to check on the progress of your application

#### **WORK-STUDY Program**

Part-time jobs throughout the year.  
Open to full-time students with *demonstrated financial need as assessed by Student Awards*. Applications available online through Student Awards.

#### **S W E P**

*(Summer Work Experience Program)*

Jobs at Queen's University in the summer.  
Open to returning full-time undergrads only.  
Jobs posted by Career Services in early December; applications close mid-February.

## Searching for jobs on campus at Queen's University

**Start with MyCareer which posts lots of positions for students throughout the year.**

**For other opportunities, try some of the larger units on campus that hire students.**

Department/ Organization	Job Possibilities	Timeline/Contact
Alma Mater Society (AMS)	Full time staff for government and services, part-time service staff, Student Life Centre staff	<ul style="list-style-type: none"> <li>• Full and part time opportunities</li> <li>• Applications available online in the AMS offices</li> <li>• Login with your NetID</li> </ul> AMS offices, lower JDUC   613.533.3001   <a href="https://myams.org/opportunities">https://myams.org/opportunities</a>
Athletics & Recreation	Facility staff, lifeguards, swim instructors, fitness instructors, events staff, intramural referees, & more	<ul style="list-style-type: none"> <li>• Each year A&amp;R hires over 650 students; one of the largest student employers on campus.</li> <li>• Casual positions for the Summer and the Fall/Winter posted once a year—one major hiring period in January</li> </ul> Athletics & Recreation Centre   613.533.2500   <a href="http://rec.gogaelsgo.com/sports/2013/8/22/GEN_0822134818.aspx">http://rec.gogaelsgo.com/sports/2013/8/22/GEN_0822134818.aspx</a>
Libraries	Library staff	<ul style="list-style-type: none"> <li>• Must be eligible for and enrolled in the Work Study program</li> </ul> Multiple locations   613.533.6362   <a href="http://library.queensu.ca/library/jobs/student">http://library.queensu.ca/library/jobs/student</a>
Summer Camps at Queen's	Summer Camps at Queen's	<ul style="list-style-type: none"> <li>• Various camps and opportunities, some paid —apply individually</li> </ul> <a href="http://www.queensu.ca/academics/youth/camps">http://www.queensu.ca/academics/youth/camps</a>
Queen's Office of Advancement	Various opportunities	Summerhill   613.533.6000 Ext.77809   <a href="http://www.queensu.ca/advancement/work-us/student-jobs">http://www.queensu.ca/advancement/work-us/student-jobs</a>
Hospitality Services Event Services	Opportunities vary by time of year—apply as appropriate	Queen's University Hospitality Services by Sodexo - Victoria Hall   <a href="http://dining.queensu.ca/contact/employment/">http://dining.queensu.ca/contact/employment/</a> Event Services   <a href="http://eventservices.queensu.ca/about-us/employment">http://eventservices.queensu.ca/about-us/employment</a>
Residences	Numerous opportunities, during the school year and the summer	Victoria Hall   <a href="http://residences.housing.queensu.ca/residence-services/working-for-residences/">http://residences.housing.queensu.ca/residence-services/working-for-residences/</a>
Security	Positions come up periodically, so keep checking for timelines	Fleming Hall – Jemmett 202   613.533.6733   <a href="http://queensu.ca/security/empop.html">http://queensu.ca/security/empop.html</a>   Twitter (@CampusSecurity)
International Centre (QUIC)	Register for the QUIC mailing list to be notified when opportunities are posted	Upper JDUC -   613.533.2604   <a href="http://quic.queensu.ca/about-quic/work-opportunities">http://quic.queensu.ca/about-quic/work-opportunities</a>
Queen's School of English	Variable	Duncan McArthur Hall, Room A341   613.533.2472   <a href="http://www.queensu.ca/qsoe/instructor">http://www.queensu.ca/qsoe/instructor</a>
Physical Plant Services (PPS)	May hire students for the summer	Rideau Building (2nd Floor) 207 Stuart St   <a href="http://www.queensu.ca/pps/contact">http://www.queensu.ca/pps/contact</a>