

Tips for Success

Job Search Tips

- Place a note in your calendar or a reminder on your phone to start looking for a job at the time the jobs should be advertised.
- Start updating your cover letter and resume before the jobs are advertised.
- Join the Student Career Services Listserv. Jobs will be emailed to you once they are advertised. Students can join/leave the listserv at any time.
- Give bulletin boards a quick glance the next time you are walking through a building. Sometimes departments will only place posters around campus to advertise their jobs.

Application Tips

- Read through the job ad and identify the skills. Review your background and experience and identify how you demonstrated your ability with that skill.
- Keep a copy of the job ad for future reference.
- Apply before the deadline, following the job ad's how to apply. Some departments will not accept a late application.
- If the job ad requests a cover letter, resume and transcript, attach the items as one attachment, preferable as an Adobe PDF in the order indicated. The attachment should be titled, Your Name_Name of Job.

Cover Letter Tips

- Take time to write your cover letter. An effective cover letter takes more than 20 minutes to write.
- Check spelling. Target the cover letter for the job.
- The cover letter comes before your resume and is in the same font as your resume.

Resume Tips

- Update your resume before applying for the job.
- Check for spelling, grammar, presentation, consistency with information/formatting.
- Have your resume reviewed by Student Career Services
- Limit your resume to two pages, which includes information from the last three to four years.
- Keep resume concise - stay away from using the phrases "responsible for" or "duties include". Start your statements with the action verb: "Managed...", "Organized...", "Implemented..." etc

Interview Tips

- Review the job ad as potential interview questions can be created from the qualifications section.
- Practice potential questions using Interview Stream.
- Be specific with your answers. Include enough detail that the interviewer(s) get to know the story. This is the biggest complaint Student Career Services hears from on-campus departments.

Once you get the Job

- Do your best work as you could potentially use your supervisor as a future reference.
- Ask questions if you do not know how to do something. Take notes so that you can refer to your notes.
- Take initiative.

NEED HELP?

There are many resources to help you on the StFX Student Career Services Website. Please visit http://sites.stfx.ca/scc/help_centre

**GET NOTICED
& GET
HIRED!**

StFX Student Career Services

**On-Campus
Student
Employment**

2019-2020

ARE YOU LOOKING TO WORK ON-CAMPUS?

Working part-time on-campus is a great way to earn some money, build your network, and develop skills for your future career. Each year a number of StFX departments will hire students in various roles.

When are the Jobs Advertised?

As the campus is very busy in September, most on-campus jobs are advertised in the December to March timeframe for jobs that will start the upcoming academic year.

How are the Jobs Advertised?

Most departments will advertise their opportunities through their website, posters, and word of mouth. The job ad typically contains a job title, brief description, potential hours/week, rate of pay, how to apply, and when to apply. Students are encouraged to read the job ad carefully and consider their availability for the job.

How to Apply?

When applying for an on-campus job, you may be asked for a cover letter, resume, transcript, and/or application form. The cover letter and resume should be updated and targeted for the position. The cover letter must explain how your personality, skills, and experience have prepared you for this type of work. The resume should provide the supporting evidence and details.

What is the Interview Process?

Once the department reviews the applications, they will contact students they wish to interview. Interview lengths can be from 20 minutes to 60 minutes. You should arrive at least 10 minutes early for your interview and dress appropriately.

During the interview, the department will ask a series of questions to determine if you can

do the job and if you will contribute to the team.

The department will select whom they wish to make a job offer and will contact the successful candidate by email or telephone. Typically, the non-selected candidates are notified after the successful candidate accepts the job offer.

So What?

While working on-campus, you may develop the following skills: oral & written communication, teamwork, leadership, computer, time management, organization, listening, adaptability, and flexibility. These are skills that you can apply in future jobs.

Something to Remember!

Looking for a job takes time and effort. If you are too busy to apply for a job, do you have time to work?

On-campus student jobs are advertised through Facebook, department's website, Student Career Services email listserv, bulletin board posters, email to students, and /or word of mouth.

Department	Job Title(s)	Job Duration	When Jobs are Advertised	What is Needed to Apply
IT Services	Contact Centre Representatives	All Year	February for the upcoming September	Cover Letter and Resume
Animal Care Facility	Animal Care Assistant	All Year	As needed	Cover Letter and Resume
Campus Store	Part-time Customer Service	Academic Year	Ongoing, as needed	Resume, dropped off camps store
Campus Tours	Student Tour Guide	Academic Year Summer	Currently reviewing their hiring timelines. If jobs are available, will be posted around November 1	Resume and Class Schedule
Rankin School of Nursing	Student Nurse Project/Research Assistant	Summer	March-April	Cover Letter and Resume
Angus L. Macdonald Library	Library Student Assistants (LSA) Summer Library Student Assistant (SLSA)	Academic Year Summer	LSA: January / February for upcoming Sept SLSA: December/ January, and as needed	Cover Letter, Resume, References, and Application Questions
The Inn - U	Bartender, Server, Busser, Security, Student Manager	Academic Year	As needed/ January	Cover Letter, Resume, Transcript and Application Form
Modern Languages, Celtic Studies and Art Departs	Model Assistants in Art Department, Spanish Lab Instructors	Academic Year	Usually August	Cover Letter and Resume
Summer Conferencing	Front Desk Agent/Reception	Summer	February/March	Cover Letter and Resume
Student Success Centre	LEAP Helper, SSC Student Tutor	All Year	February to June	Cover Letter and Resume
Religious Studies	Research Assistant, Interview Transcriber, Website Designer/ Developer	Possibly all year	Throughout the year as needed	Cover Letter, Resume, and Unofficial Transcript
Residence Life	Community Assistants	Academic Year	Typically, advertise in December and early January	Application typically available from Residence Life Office.

Department	Job Title(s)	Job Duration	When Jobs are Advertised	What is Needed to Apply
Information Technology Services	Web Analyst	All Year	As needed	Cover Letter and Resume
XREC ATHLETICS	Welcome Desk Membership and Facility Clerk	Academic Year and Summer	May to August	Cover Letter, Resume, Emergency First Aid Certification
Annual Giving - Development	Student Callers - Fundraising	Academic Year	End of August- 1st week of September	Resume and Application Form – In-person preferred. Contact Cathy Fraser, Xavier Hall 108.
Service Learning	Student Leader	Academic Year	November, December, January	Cover Letter, Resume, Unofficial Transcript, References
Anthropology	Research Assistant/ Department Assistant	All Year	Throughout the year and as needed	Cover Letter and Resume
Business Administration	Research Assistant	Academic Year	As needed	Cover Letter, Resume, and Transcript
Chemistry	Teaching Assistant	Academic Year	August, December	Cover Letter and Resume
National Collaborating Centre for Determinants of Health	Student Assistant	All Year	Ongoing as needed	Cover Letter and CV
Registrar's Office	Student Registration Assistant	Summer	March/April	Cover Letter and Resume
Athletics	Various Roles (Games Day Staff, Varsity Team roles, Athletic Therapy, Intramural staff, Lifeguard, WSI)	September to February	Winter semester or as needed	Application form and Resume. Visit http://www.goxgo.ca/inside_at_letics/employment/index
Students' Union	Various Roles	Academic Year	Winter semester or as needed	Visit theU.ca for more details
Sodexo	Various Roles	Academic Year	As needed	Pick up an application at Morrison Hall.
Security	Student Leaders-X-Patrol	Academic Year	As needed	Visit http://www.sites.stfx.ca/security/people_xpatrol
Student Life	Student Transition Coordinators	Summer	February/March	Cover Letter and Resume

NOTES:

This listing is meant as an information page for the types of positions **that have been available** on campus in the past. This is **not a comprehensive list** of student jobs on campus. **Student jobs vary each academic year.** Please contact Student Career Services for additional and updated information. Once the jobs are advertised, students are welcome to apply. As such, some departments will not accept unsolicited applications or late applications. Student Career Services doesn't accept unsolicited resumes.

Student Career Services (SCS) On-Campus Job Board

<http://sites.stfx.ca/scc/job/On-Campus>

Jobs List Serv

<http://listproc.stfx.ca/subscribe/csecdssubscribe>