



# On-Campus Student Employment Guide



**StFX**  
UNIVERSITY

**Student Career Services**

**2021-2022**

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 several StFX departments hire students in various roles depending on need and budget. In addition, departments may have different hiring processes and job advertisement timelines.

### **When are the Jobs Advertised?**

As the campus is busy in September, most on-campus jobs are advertised in the December to March timeframe for jobs that will start the upcoming academic year. Typically, in the January-March timeframe, summer jobs are advertised. There are a limited number of jobs that are advertised the last week of August/first week of September.

### **How are the Jobs Advertised?**

Most departments will advertise their opportunities through their website, bulletin board posters, general email to students, SCS email listserv, or word of mouth. The job ad typically contains a job title, a brief description of the department and role, potential hours/week, rate of pay, how to apply, and when to apply. Students should read the job ad carefully and consider their availability and time commitment for the job.

### **How to Apply?**

The typical application process includes submitting a cover letter, resume, transcript, copy of the student's class schedule, or application form. The cover letter and resume should be updated and customized 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 supporting evidence and details. Need help with cover letter and resume development. We have professionals on campus and in the community who can help. See the last page for more information.

### **What is the Interview Process?**

Once the department reviews the applications, they will contact the students they wish to interview. Interview lengths can be from 20 minutes to 60 minutes. 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 the student can do the job and if the student will contribute to the team. The department will select whom they wish to make a job offer. After the successful candidate accepts the job, the department may contact the non-selected candidates.

### **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. In addition, your on-campus job supervisor may even be a reference for future job applications (remember to ask first).

### **Something to Remember!**

Attending post-secondary is expensive. Most students will look for work to help reduce the cost. Looking for a job takes time and effort. If you are too busy to apply for a job, do you have time to work? In addition, StFX also has a [Financial Aid Office](#) that administers our bursary program. Visit their [website](#) to learn more about the bursary program.

## Job Search Tips

- Place a note in your calendar or a reminder on your phone to start job searching in January.
- 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.
- On-campus departments do have different hiring practices and timelines.

## Application Tips

- Read through the job ad and identify the skills, knowledge, and experience that the department is looking for in the ad. 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 (can create potential interview questions from the job ad).
- Apply before the deadline, following the job ad's how to apply. Some departments will not accept late applications.
- 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

- An effective and professional cover letter takes more than 20 minutes to write.
- A cover letter is one page, single space document that shares why you are a good fit for the job.
- Review the department's website to learn more about what they do.
- Check your spelling. Customize the cover letter for each job. Do not send a generic cover letter.
- 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.
- Get your resume reviewed by a career education professional (i.e. Student Career Services staff) BEFORE you apply for the job.
- Check for spelling, grammar, presentation, consistency with information/formatting.
- 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 and demonstrate an interest in the work assigned.
- Meet others in the office/department in addition to your team and supervisor.

# On-Campus Job Departmental List

On-campus student jobs maybe advertised through Facebook, department's website, Student Career Services email listserv, bulletin board posters, mass email to all students, or word of mouth. The availability of an on campus job is dependent on the department's need and budget. This list is only for reference. The department may or may not be hiring this academic year. The Student Career Services does not accept unsolicited resumes.

Department	Job Title(s)	Job Duration	When Jobs are Advertised	What is Needed to Apply
Angus L. Macdonald Library	Library Student Assistants (LSA)	Academic Year	January / February for upcoming Sept	Cover Letter, Resume, References, and Application Questions
Angus L. Macdonald Library	Summer Library Student Assistant	Summer	December/January and as needed	Cover Letter, Resume, References, Application Questions
Animal Care Facility	Animal Care Assistant	All Year	As needed	Cover Letter and Resume
Annual Giving - Development	Student Callers - Fundraising	Academic Year	End of August-1st week of September	Resume and Application Form – Drop off in person
Anthropology	Research Assistant/ Department Assistant	All Year	Throughout the year and as needed	Cover Letter and Resume
Art Gallery	Student Assistant	Academic year	As needed.	Cover letter, Resume, Names of three references.
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 <a href="https://www.goxgo.ca/inside_athletics/employment/Index">https://www.goxgo.ca/inside_athletics/employment/Index</a>
Biology*	Lab Demonstrators	Academic year	As needed	check dept website <a href="https://www2.mystfx.ca/biology/student-jobs">https://www2.mystfx.ca/biology/student-jobs</a>
Business Administration	Research Assistant	Academic Year	As needed	Cover Letter, Resume, and Transcript
Campus Store	Part-time Customer Service	Academic Year	Ongoing, as needed	Resume, dropped off camps store
Campus Tours	Student Tour Guide	Academic Year	Ongoing, as needed	Resume and Class Schedule
Centre for Employment Innovation	Student Research Assistants/Summer Interns	Academic Year and Summer	Ongoing, as needed	Cover letter and resume. <a href="https://www.stfxemploymentinnovation.ca/our-team/">https://www.stfxemploymentinnovation.ca/our-team/</a>
Chemistry	Teaching Assistant	Academic Year	August, December	Cover Letter and Resume
Facilities Management	Various	Summer	As needed	Resume
Frank McKenna Centre for Leadership	Student Assistants	Academic Year	As needed	<a href="https://mckenna.stfx.ca/mckenna/contact">https://mckenna.stfx.ca/mckenna/contact</a>
IT Services	Web Analyst	All Year	As needed	Cover Letter and Resume
IT Services	Contact Centre Representatives	All Year	February for the upcoming September	Cover Letter and Resume
Modern Languages, Celtic Studies and Art Departs	Model Assistants in Art Department, Spanish Lab Instructors	Academic Year	Usually August	Cover Letter and Resume
National Collaborating Centre for Determinants of Health	Student Assistant	All Year	Ongoing as needed	Cover Letter and CV

\*Note: Other science programs may also be in need of lab demonstrators. Please ask your department chair/professor about potential employment opportunities within the department.

Department	Job Title(s)	Job Duration	When Jobs are Advertised	What is Needed to Apply
Rankin School of Nursing	Student Nurse Project/Research Assistant	Summer	March-April	Cover Letter and Resume
Registrar's Office	Student Registration Assistant	Summer	March/April	Cover Letter and Resume
Religious Studies	Research Assistant, Interview Transcriber, Website Designer/	Possibly all year	Throughout the year as needed	Cover Letter, Resume, and Unofficial Transcript
Residence Life	Community Assistants	Academic Year	December & early January	Application typically available from Residence Life Office.
Security	Student Leaders-X-Patrol	Academic Year	As needed	Visit <a href="http://www.sites.stfx.ca/security/people_xpatrol">http://www.sites.stfx.ca/security/people_xpatrol</a>
Service Learning	Student Leader	Academic Year	January	Cover Letter, Resume, Unofficial Transcript, References
Sodexo	Various Roles	Academic Year	As needed	Pick up an application at Morrison Hall.
STFX Summer Hotel	Front Desk Agent/Reception, Bar Services	Summer	February/March	Cover Letter and Resume
Student Life	Student Transition Coordinators/Student Services Project Assistant	Summer	February/March	Cover Letter and Resume
Student Success Centre	LEAP Helper, SSC Student Tutor	All Year	February to June	Cover Letter and Resume
Students' Union	Various Roles	Academic Year	Winter semester or as needed	<a href="https://www.theu.ca/jobs/">https://www.theu.ca/jobs/</a> for more details
Summer Conferencing	Front Desk Agent/Reception	Summer	February/March	Cover Letter and Resume
Teaching and Learning Centre	Student Research Assistants	Summer	As needed	Cover Letter and Resume
The Inn - U	Bartender, Server, Busser, Security, Student Manager	Academic Year	As needed/January	Cover Letter, Resume, Transcript and Application Form
Tramble Centre for Accessible Learning	Note takers, proctors, tutors	Academic Year	As needed.	Connect with TCAL
University Housing	Student Storage Room Attendant	Part time	February/March	Resume
Various academic faculties	Research Assistants/Student Assistants	Academic Year and Summer	As needed	Interested students should reach out to faculty to whom they would like to work with and ask about a student job.
X-Chem Outreach	Summer Leaders/InSTEM Community Coordinator	Summer	March	Cover Letter, Resume, Unofficial Transcript
XREC Athletics	Welcome Desk Membership and Facility Clerk	Academic Year and Summer	May to August	Cover Letter, Resume, Emergency First Aid Certification Visit: <a href="https://www.goxgo.ca/inside_athletics/employment/Index">https://www.goxgo.ca/inside_athletics/employment/Index</a>

### Off-Campus Jobs

Many businesses/organizations in Antigonish will hire students for the academic year or summer. Students should connect with Career Connections-Antigonish on James Street. Jobs are posted on their website and social media channels.

## Career Connections Antigonish

<https://www.careerconnections.ca/antigonish/>

Career Connections is part of the Nova Scotia Works and services Antigonish, Pictou, and Guysborough counties. Nova Scotia Works is a one-stop job search and career advice resource, helping Nova Scotians reach their employment goals. Career Connections will advertise off-campus employment opportunities. StFX students are welcome to get in touch with Career Connections for help with: creating your resume and cover letter, preparing for an interview, developing job search strategies, and participating in a workshop and much more.

Appointments can be virtual or in-person

Phone: 902-863-8244 Email: [antigonish@careerconnections.ca](mailto:antigonish@careerconnections.ca)

## TCAL Students

<https://www.mystfx.ca/scc/EDGE>

Heather Myers, Career Transition & EDGE Coordinator

Heather can assist with job search, resume and cover letter development, interview preparation, career-related questions.

Email: [hmyers@stfx.ca](mailto:hmyers@stfx.ca)

Office: Student Career Services, Schwartz 189

## StFX Student Career Services

<https://www.mystfx.ca/scc/>

Jane MacDonald, Manager, Student Career Services/Co-op Education

Email: [jsmacdon@stfx.ca](mailto:jsmacdon@stfx.ca)

Office: Schwartz 189

Student Career Services has an online Help Centre for students. Join the Student Career Services email listserv. Get on-campus jobs email to you.

Subscribe at <http://listproc.stfx.ca/subscribe/csecdsunsubscribe> . Students can join/leave the listserv at any time.