

# JOB SEARCH SERIES



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# Jobs on Campus

## JOB SEARCH SERIES:

- Job Search Strategies
- Using PantherZone
- Jobs on Campus
- Internships
- Resumes and Cover Letters
- Networking
- The Internet as a Job Search Tool
- The Interview Process

*The Center for  
Career Development*

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**AU** ADELPHI  
UNIVERSITY  
GARDEN CITY • HAUPPAUGE  
MANHATTAN • POUGHKEEPSIE

# Two Special Campus Employment Programs:

*For those who love to help children . . .*

## AMERICA READS AND COUNTS

Adelphi University students may work as tutors in local schools helping classroom teachers by working with one child - or with a group of children - to improve literacy or math skills. To be eligible, students MUST:

- ◆ Have an interest in working with children
- ◆ Have a current Federal Work Study award
- ◆ Be available for blocks of two or more hours within the school day
- ◆ Submit an application to the Center for Career Development



All majors are eligible.

Van transportation to certain schools will be provided on a limited basis.

*For students who want occasional work  
while helping to get rid of pesky projects . . .*



## The **STUDENT WORKER ACTION TEAM** may be for you.

The Career Center coordinates a SWAT team of students who work in a variety of campus departments on many different projects, sometimes on very short notice. One week you might be shredding documents and the next week doing independent research on a fascinating study. Students hired for these short-term projects are sometimes offered regular, student staffing positions by the department.

You do not have to have a Work Study award to apply for the SWAT team. Ask for the special SWAT application at the Center for Career Development.

# ALL YOU NEED TO KNOW TO GET A JOB ON CAMPUS

## Advantages of Campus Jobs . . .

- Practice job search skills
- Flexible hours that fit your class schedule
- Convenient campus location
- Enjoy campus life—meet friends, faculty and administrators
- Develop a network of people to help you with your career
- Learn new skills and build your resume
- Option to work—or not work—during vacations and summers
- Potential for a full time job opportunity



## Some Campus Jobs Include:

Office assistant  
Graphic designer  
Laboratory assistant  
Residence hall attendants  
Computer tech

Tour guide  
Orientation leader  
Library assistant  
Food server  
SWAT team

Researcher  
Lifeguard  
Note taker  
Tutor  
Usher

## What is Work Study?

The Office of Student Financial Services calculates the amount of Work Study (if any) that may be allotted based on the FAFSA (Free Application for Federal Student Aid) filed by the student. Work Study jobs are federally supported and the amount of the ‘award’ is the amount that you can earn in your Work Study job on campus. For example, if your financial aid package lists \$2,000 total in Work Study for the academic year, you may earn up to that amount in your Work Study job(s). To apply for one or more jobs, fill out an application at the Career Center. Once you start working, you are responsible for keeping track of your earnings. As you approach your earnings limit—if you plan to continue working—we advise you to visit the Office of Student Financial Services in Levermore Hall to ask if an increase in your Work Study allotment is possible.

## What If I Don't Have Work Study?

If you don't have Work Study, you are still eligible to apply for “campus employment.” There will be fewer jobs in this category, but still plenty of departments that can hire you.

## Getting Paid

Student employees—with or without Work Study—get paid in the same way. You will receive a bi-weekly check (which means twice a month) for the hours that you worked in that pay period. If you work for more than one department, your check will go to the department that hired you first.

## Can international students work on campus?

YES, they can! Most international students have a visa that allows them to work ONLY on campus—and restricts the number of work hours. Since they cannot apply for Federal Work Study, international students can work through campus employment or graduate student employment.

## Can graduate students work on campus?

YES, even if they are part-time! Graduate students can work under campus employment or graduate student employment. They can also apply for Federal Work Study as part of their financial aid package, although fewer funds are available.

# Easy as 1 . . . 2 . . . 3 . . .

## 1. Visit the Career Center:

**Fill out the University's Student Employment Application:** Every campus department accepts this application. Career Center staff will make copies for you so that you can bring it to several departments, and they will also keep a copy for you. Career staff will check to see if you have Federal Work Study and will indicate this on your application.

**Check Current Job Postings:** The Career Center maintains current listings of jobs sent by campus departments. Postings will include pay, hours, days, job duties and contact information.

- If you have a Work Study allotment, you are eligible to apply for jobs listed as "Work Study."
- If you do not have Work Study, you may apply for jobs listed as "Campus Employment."

If there are no appropriate job descriptions, the Center may give you a list of campus departments with budgets for student employment and you can approach departments to ask if they are hiring.



## 2. Contact the Departments:

**If you PHONE the department:** Say hello, then introduce yourself—and say that you are a student interested in working in that department. If the job is still available, ask about a convenient time for you to visit them. (Avoid eating, drinking or chewing gum, or taking another call during the conversation.)

**If you VISIT the department:** Turn off your cell phone before you enter the office. Smile, say hello and introduce yourself. This is a job interview—dress appropriately. (NO shorts, tank tops, sandals, sweats, jeans or hats.) Be there at (or slightly before) the agreed-upon time. Bring a job application and a copy of your class schedule. Smile, look at the person to whom you are speaking—and articulate clearly why you are there. You may ask if—and when—they will notify you of whether or not you get the job. If you do not hear from them by then, you may follow up with a visit or phone call. Even if they do not offer you the position, thank them for their time. Did we mention that you'll make the best impression if you *smile*?



## 3. Make the Most of Your Campus Job:

- From the very first day, be a responsible member of the team! Be *punctual, courteous, and eager to learn.*
- Ask questions to be sure you understand the task.
- After you finish an assigned task, ask if there is other work for you to do.
- Avoid unnecessary personal calls or visits while you are supposed to be working.
- Any time you must be late or absent, notify your supervisor *as far in advance as possible.* (Campus supervisors know that your academics come first, and they want you to succeed as a student.)
- Build relationships. The people you work with and work for can be an important part of your network—eager to help you.
- Respect the confidentiality of information you may encounter.
- Keep a written record of the types of work you do. Your skills and accomplishments will become an important part of your resume—even if you plan to work in a different field. You will be developing what we call "transferable skills."
- As you leave the job, send the supervisor a thank-you note. Ask for a letter of reference that may be useful when you apply for your next job.
- Stay in touch. People care about your success.