

JOB SEARCH SERIES



INSIDE:

*Types of work
on campus*

*Advantages of working
on campus*

What is Work Study?

*How and where
to look for work*

*Make the most
of your
campus job!*

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*

Post Hall
(516) 877-3130
careercounselor@adelphi.edu
<http://students.adelphi.edu/career>

AU ADELPHI
UNIVERSITY
GARDEN CITY ■ HAUPPAUGE
MANHATTAN ■ POUGHKEEPSIE

Campus Employment Programs:

AMERICA READS / AMERICA COUNTS

Adelphi University students—in any major—may **tutor local schoolchildren** individually or in groups to improve children's literacy or math skills. To be eligible to be an *America Reads* or *America Counts* tutor, you **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
- ◆ For more information, see Karen Autry at the Center for Career Development.

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



SWAT: The STUDENT WORKER ACTION TEAM

Interested in working on campus—but only every now and then? SWAT jobs are **short-term jobs** on campus, sometimes with short notice. One day you might be answering phones, manning a table or shredding documents; another day, you might be working on a fascinating research study. Students hired for SWAT jobs are sometimes offered student positions by the department.

SWAT jobs are not posted on *PantherZone* like other on-campus jobs, but students must still register for SWAT via *PantherZone*. Simply sign in to your *PantherZone* student account, making sure that your profile is complete. Check 'Yes' next to the SWAT box. Assignments are first-come, first-served, so check your Adelphi email regularly. Federal Work-Study not required.

To apply for SWAT, all students must have a Social Security number. All international students should inquire at the *Office of International Student Services* before applying.

PANTHERS WITH A PURPOSE

Panthers with a Purpose is a hybrid between two of Adelphi's experiential learning programs: the *Community Fellows Program* and *America Reads/ America Counts*.

Panthers with a Purpose enables you to **work in nonprofit organizations** in areas such as advocacy, communications, education, enrichment and the environment, while earning \$10/hour.

To be eligible, you must have a current Federal Work-Study award, be able to commit 10-15 work hours/week, and have reliable transportation. Leading non-profit organizations we have partnered with include: American Cancer Society, Five Towns Community Chest, Garden City Bird Sanctuary, Girls Scouts of Nassau County, Grenville Baker Boys & Girls Club, Island Harvest, Long Island Children's Museum, Public Access TV, Tanners Pond Environmental Center.

HIRE A PANTHER

The *Hire a Panther* program enables Adelphi students to assist professors or administrative staff with completing innovative, strategic projects.

The University's Campus Employment Committee facilitates the creation of productive, enriching experiential learning opportunities for students. *Hire a Panther* is a way to enable students to work on projects or research that are important to the university. The committee is dedicated to addressing departmental needs and welcomes ideas.

For more information about *Hire a Panther* or *Panthers with a Purpose*, see Bernadine Waller, Assistant Director of Experiential Programs, at the Center for Career Development.



Advantages of Campus Jobs . . .

- Flexible hours that fit your class schedule—most right here on campus.
- Enjoy campus life more—co-workers may become friends; staff may become mentors.
- Develop a network of people to advise you on your academics and/or career.
- Learn new skills, expand your experiences and build your resume.
- Option to work—or not to work—during vacations and summers.

What is Work Study?

Federal Work Study is a program through which college students may work and earn pay—up to the amount of the 'award' in the financial aid package, which is determined by financial eligibility. The amount of Work Study (if any) is allotted based on the student's FAFSA form. For example, if your financial aid package lists \$2,000 in Work Study for the academic year, you may earn *up to that amount* in your Work Study job. Keep track of your earnings so that you don't go over your earnings limit. If you plan to continue working—visit the Office of Student Financial Services to ask if an increase in your Work Study allotment is possible.

What If I Don't Have Work Study?

You are still eligible to apply for "campus employment" - for which plenty of departments can hire you.

Getting the Job / Getting Paid

To apply for one or more jobs, fill out an application at the Career Center. Student employees—with or without Work Study—get paid in the same way. You will receive a check twice a month for the hours that you worked. 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.

Can graduate students work on campus?

YES, even if attending part-time! They can also apply for Federal Work Study as part of their financial aid package, although fewer funds may be available.

Start by checking current postings. . .

The Career Center posts current campus jobs on *PantherZone*. Most postings include pay, hours, days, job duties and contact information. **To check current job postings**, follow these instructions:

- 1) Sign in to eCampus, click the *PantherZone* logo and complete your PantherZone profile, if not already completed.
- 2) Click the "Job Search" tab, then "General Job Search."
- 3) Click the down arrow next to Position Type. Choose "On Campus" then "Close."
- 4) Click the green "Search" button.
- 5) Current positions available, and departments associated with each, will appear.
- 6) Click on the job title/department in which you are interested. Read the entire position description.
- 1) Pay careful attention to the position requirements (work days/hours, qualifications) and application instructions.
- 2) Some positions may indicate whether the position requires a Work Study allotment.
- 3) If you do not have Work Study, you may apply to positions that indicate "On Campus."



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

Next: Fill out the University's **Student Employment Application** available at the Center for Career Development. Once you have completed it, Career Center staff will make copies for you so that you can bring it to departments that are currently seeking student workers. You will also keep a copy of your application. Career Center staff will check to see if you have Federal Work Study and will indicate this on your application.

Make the Most of Your Campus Job:

- From your very first day on the job, be a responsible member of the team!
Be punctual, courteous, and eager to learn.
- Listen carefully when you are being trained. Ask questions to be sure you understand.
- After you finish an assigned task, ask if there is other work for you to do.
- Avoid personal calls or visits while you are at work.
- Any time you must be late or absent, notify your supervisor *as far in advance as possible*. *Call the office or department, and leave a detailed message if necessary.*
- Build relationships. The people you work with (and work for) are an important part of your network; most are 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 during vacations and even after you no longer work at the job. Ask to be connected to co-workers and supervisors via your LinkedIn account.
- Campus supervisors know that your academics come first, and they want you to succeed!