



Student Employment 101

- Kristi Monckton, M.Ed. | Assistant Director
- Center for Career & Professional Development



Center for Career and Professional Development

- Explore Diverse Majors
- Craft Applications Documents
- Develop Skills through Experiences
- Connect with Alumni





Why have an on-campus job?

- Make some extra cash
- Gain knowledge, experience, & skills to make you a more desirable candidate for future internships and full time employment
- Network with peers & professionals to gain referrals to competitive industries



Who is eligible to work?

- Students enrolled in at least one class
- Can show proof of citizenship or application for a social security card
 - Will need 2 forms of ID when completing hiring paperwork
- Because anyone is eligible, it is competitive! Employment is not guaranteed, regardless of work study status

Where can I work on campus?

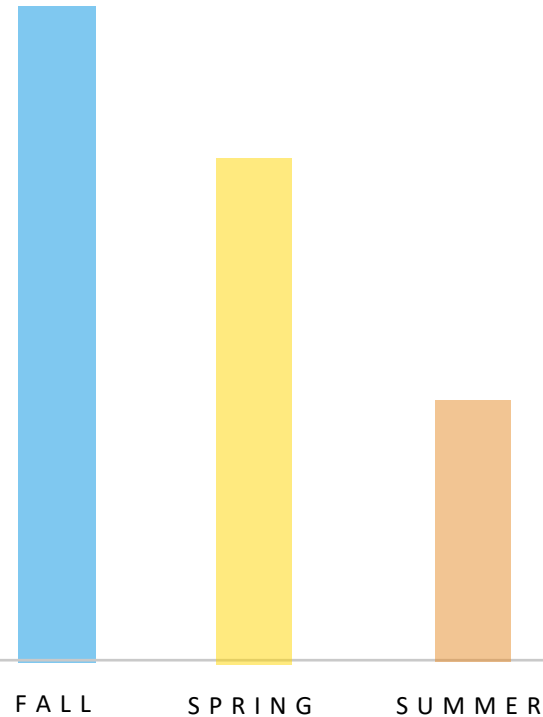


- Administrative Depts.:
Alumni Relations, Financial Aid, Admissions, Business Office, etc.
- Student Services Offices:
Office of Diversity, Residence Life, Athletics, Library, etc.
- Academic Depts.: Political Science, Chemistry, Theater, Music, etc.



How many hours can I work on campus?

- Maximum of 884 hours on campus per calendar year (January-December)
- Maximum of 17 hours per week on average during the long session





How much does it pay?

- Standard Part-Time Employment: \$7.25-12/hour
- Depending on the office/department, time commitment, years of experience.
- “One-Time Pay” Employment: \$13-50/hour
- Higher-level jobs such as academic chairs, research assistants, referees, and /or musicians for specific events, etc.



What skills should I expect to develop?

TECHNOLOGY



TEAMWORK



PROFESSIONALISM



LEADERSHIP



INCLUSION



CRITICAL
THINKING



COMMUNICATION



SELF
DEVELOPMENT










How do I find a job?

- Login to Hire SU!
- Free, online job board that includes all positions on campus currently accepting applications

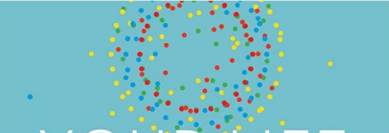







- **Interviews**
View and update your on-campus interviews.
- **Career Explorer**
Learn about popular careers and leading industries.
- **Career Finder**
Take our quiz and get career suggestions.
- **Public Profile**
Showcase your academic and professional achievements.
- **Add a Resume**
Upload a resume to get started with your job search.

Upcoming Events

[See all events](#)

- **Design Your Life at SU and Beyond (Welcome Week)**
Workshop — General
AUG 22 1:30 PM - 4:25 PM
- **CCPD Welcome Lunch for New Transfers**
Workshop — General
AUG 24 12:00 PM - 1:00 PM
- **Student Employment Orientation**
Workshop — Job & Internship Search
AUG 24 1:30 PM - 2:30 PM
- **New Pirate Welcome**
Workshop — General
AUG 30 5:00 PM - 6:30 PM



Home / Jobs / Discover


[Search](#) [Saved](#) [Applications](#) [Expired Jobs](#)

25mi ▾



Show Me ▾ Position Type ▾ Industry ▾ Job Function ▾ More Filters ▾

All Jobs

Because you
Learning


 **Orenda Education**
Georgetown, Texas, United States

ELEMENTARY TEACHER
Full-Time
5d ago



 


 Full-Time
 Part-Time (off-campus)
 Part-Time (on-campus)
 Internship
 Temporary/Seasonal
 Community Service Volunteer
 Short-Term Project

Assistant Professor at Southwestern University - Community-Engaged



 **Orenda Education**
Georgetown, Texas, United States

HS ELAR TEACHER
Full-Time
5d ago

 **Greater Austin YMCA**
Austin, Texas, United States

Afterschool Counselor
Part-Time (off-campus)
12d ago



Home / Jobs / Finance and Administration - ...



Finance and Administration - Student Worker

30d+

Southwestern University - Finance & Administration

On-Campus (student employment at SU)

Save

Apply



Matching Qualifications

See how your profile matches with this job

U.S. citizen

Job Description

The Finance and Administration Office seeks a student with strong work ethics who is bright, self-motivated, and detail-oriented to join our team for Fall 2023 and Spring 2024 for approximately 10 hours per week. This position would be during normal business hours (8:00 a.m. – 5:00 p.m.). Pay rate is the minimum wage of \$7.25/hour.

Responsibilities

The purpose of this position would be to assist in the Finance and Administration Office as well as various other special projects. Specific duties would include (but would not be limited to) the following:

About this employer

Southwestern University - Finance & Administration

Follow

View Full Profile

Contact Information

Latoya Jenkins



What do I need to apply?

Resume

- Targeted marketing document that paints a picture of you as the best match for the position

Copy of Class Schedule

- Illustrates time availability and helps your supervisor support you in your academic efforts



Ashley Lopez

Cook
1300 McDougal Boulevard, Bronx, NY 10465, United States
ashlopez@yahoo.com 4718.817.9123

Profile

Hardworking Cook with several years of experience working in fast-paced kitchens. Adapt in working with other culinary professionals to achieve goals and ensure customer satisfaction. Committed to using safe and sanitary cooking practices, and maintaining an organized and clean cooking area. Experienced in operating various pieces of cooking equipment and tools. Bringing forth advanced food preparation techniques and the ability to serve wonderful food in a timely manner.

Employment History

Sep 2013 – Sep 2019 **Cook at Edmund's**
New York
• Worked as a Line Cook in a busy American-Asian fusion restaurant.
• Followed recipes closely and served food in accordance with restaurant serving guidelines.
• Safely stored food items, and kept inventories.
• Prepared food carefully in response to customer requests or allergies.

Jul 2007 – Aug 2012 **Line Cook at Stratatella Ristorante**
New York
• Prepared my station before the start of service each day.
• Ensured that all needed supplies were present before work.
• Worked effectively with all kitchen personnel, to promote a happy working environment.
• Worked in regards to Food Safety Regulations.

Sep 2005 – Jun 2007 **Back Line Cook at Jimmy Groger's Pub**
Poughkeepsie
• Assisted with food preparations prior to service.
• Made sure food at my station was ready before needed.
• Handled food with cleanliness and care.
• Cleaned kitchen and organized cooking utensils.
• Worked with other restaurant staff to ensure success.

Education

Jul 2005 – May 2009 **Culinary Institute of America**
Hyde Park
Bachelor of Culinary Arts Management

Sep 2001 – May 2005 **Warwick High School**

Skills

- Knowledge of Food
- Kitchen Management
- Food Science
- Creativity and Innovation
- Safe Food Handling and Sanitation



MONICA HELMSLEY

Marketing Manager

monica.12@gmail.com
(512) 465-6312

77 Serial Drive, Austin, TX 78705, United States

Experienced and energetic Marketing Manager with over seven years of experience effectively managing marketing projects from conception to completion.

Adept in using digital marketing platforms to increase sales and overall company productivity. Experienced in preparing and overseeing online and print marketing campaigns, resulting in an increase in partner relations for the company. Adept in monitoring and reporting marketing objectives, to maintain necessary internal communications within the company. Pragmatic and result oriented, I am determined to build market presence in the next company I join.

Skills

- Excellent Communication Skills
- Digital Marketing
- Project Management Skills
- Industry Trends & Sales Forecasting
- Creativity and Problem Solving

Employment History

Marketing Manager at Zane Telecommunications, Austin

November 2011 – August 2019

- Effectively managed creative projects, promoting a superior corporate image.
- Designed and implemented direct mail campaigns, resulting in a 10% sales increase per quarter.
- Developed and maintained internal and external relationships, which were crucial to company enhancement and success.
- Assessed the strategies of competitors, while avidly working to increase our own productivity.

- Researched the motivations of users and consumers to better understand company goals.
- Put forth carefully planned strategies to improve company business.
- Fostering relationships to maintain existing clients, while developing new relationships to attract potential clients.

Driver

4200 W Latham Street., Phoenix, AZ 85009, United States
martabano.jeff@gmail.com
(602) 319-1212



JEFF MARTABANO

PROFILE

Experienced and reliable Driver with vast experience working in the transportation of goods and passengers.

Adept in safe driving practices and traffic laws. Bringing forth a clean driving record as well as a career history full of satisfied customers and clients. Experienced in performing maintenance and minor repairs on vehicles. Committed to the safety and successful transportation of goods, passengers, and vehicles.

Skills

- Hand-Eye Coordination
- Ability to read maps
- Safe Driving Skills
- Customer Service Skills
- Manual Dexterity

EMPLOYMENT HISTORY

Driver at Albert's Trucking Company, Phoenix

Jul 1, 2012 - August 2012

- Performed vehicle inspections and maintenance prior to trips.
- Read maps and developed the fastest routes.
- Loaded and unloaded vehicles carefully.
- Provided excellent customer service to clients resulting in repeat clients.





I need help with my resume/cover letter

- The Center for Career & Professional Development is here to help!
- Use our Resume scaffold to get started
 - CCPD > Current Students > Resumes, CVs, Cover Letters, & Personal Statements > Developing a Resume Draft
- Schedule a career advising appointment with one of our professionals
 - CCPD > About Us > Our Team



NAME

yourname@southwestern.edu | Your phone # | City, State Zip Code

OBJECTIVE [this section is optional. If you don't have a specific opportunity in mind, it's probably better to leave it off]

To obtain the title position at name of organization utilizing [list a couple specific, relevant skills] skills

EDUCATION

Bachelor of [Arts, Science, Music, Fine Arts] in Major May 20__
 Southwestern University Georgetown, Texas
 GPA: #.# [only insert this if your GPA is 3.0+]

Study Abroad, Name of Program/University, City, Country Fall 2011

[RELEVANT] EXPERIENCE

Position Title May 2018 – present
 Name of Employing Organization City, State
 • Describe your experience in bulleted statements beginning with action verbs...(e.g. Created and entered file information into computer database)
 •

Position Title February 2019 – May 2020
 Name of Employing Organization City, State
 • Describe your experience in bulleted statements beginning with action verbs...(e.g. Created and entered file information into computer database)
 •

Position Title May 2018 – June 2018
 Name of Employing Organization City, State
 • Describe your experience in bulleted statements beginning with action verbs...(e.g. Created and entered file information into computer database)
 •

OTHER EXPERIENCE

Position Title May 2018 – present
 Name of Employing Organization City, State
 • Describe your experience in bulleted statements beginning with action verbs...(e.g. Created and entered file information into computer database)
 •

HONORS/ACTIVITIES

Dean's List (# semesters)
 Southwestern Scholar 2018 – present
 NCAA Division III Men's Baseball Team, Southwestern University 2018 – present

SKILLS

Computer: PC/Mac; Microsoft Word, PowerPoint, Excel; Google Apps (Drive, Sheets, Docs, etc.), social media (Instagram, Twitter, Facebook, etc.)
Languages: Spanish (____proficiency) [choose from beginning, intermediate, advanced, fluent]

ABOUT US

Our Team[Post-Graduate Survey](#)[Accolades](#)[Events](#)[PirateConnect](#)[HireSU](#)

ABOUT US

Our Team

Our experienced, caring and connected team looks forward to engaging with students and alumni on their professional development journeys.

NAME **Adrian Ramirez**E-MAIL ramirezad@southwestern.eduTITLE **Director of the Center for Career and Professional Development**PHONE [512.863.1346](tel:512.863.1346)LOCATION **PRC 140**

RESPONSIBILITIES

Major/career exploration, including self-assessment of personality, skills, values, and interests

Job/internship search strategies

Self-marketing (resumes, cover letters, interviews, etc.)

Graduate/professional school exploration

Team leadership

Employer relations

[Schedule an appointment with Adrian](#)



Adrian D. Ramirez

SU Students & Alumni - Career Advising Appointment

🕒 30 min

A 30-minute meeting covering a range of career topics (e.g. career)

[Cookie settings](#) | [Report abuse](#)

Select a Date & Time

← August 2023 →

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Thursday, August 31

● times you're available

- 10:15am
- 10:30am
- 10:45am
- 1:45pm
- 2:00pm
- 2:15pm

POWERED BY
Calendly

Your schedule from moncktonk@southwestern.edu

Thursday, August 31

11:30am - 1:30pm

Fall 2023 On-Campus & Part-time Job Fair

12:00pm - 1:00pm

Lunch



Adrian D. Ramirez

SU Students & Alumni - Career Advising Appointment

30 min

10:15am - 10:45am, Thursday, August 31, 2023

Central Time - US & Canada

A 30-minute meeting covering a range of career topics (e.g. career exploration, resumes, job search strategies). For an overview of our policies, please review the

Enter Details

Name *

Email *

[Add Guests](#)

Location *

- Prothro Center, Ste. 140 (mask optional)
- Google Meet
- Phone call

Please indicate the topic(s) you'd like to discuss. *

- Self-assessment for major/career exploration
- Resume/cover letter/personal statement/essay critique
- Job search strategies

Other

POWERED BY
Calendly



Expected grad date (e.g. May 2023) *

Cell phone number (in case I need to reach you to reschedule) *

Please share anything that will help prepare for our meeting (e.g. industry/occupation/grad program you're interested in, geographic locations for your job search, etc.)

Please let me know if you require any accommodations for our appointment.

Schedule Event





—

Please Welcome our On-Campus Student Panel!



On-Campus and Part-Time Job Fair

Thursday, August 31st 11:30-1:30
Bishops Lounge





How should I prepare for the job fair?

- Visit the fair's website to see employers who will attend
- Research employers that interest you by visiting their websites
- Create and polish a resume for positions that may interest you
- Practice a brief introduction and handshake
- Plan to dress clean and presentable



Questions?



—
Thank you for coming!



- Job Search/Applications:
- Center for Career & Professional Development
- Prothro Center, Suite 140
- 512-863-1346

- Paperwork/Payroll:
- Business Office
- Cullen Building
- 512-863-1930

- Work Study
- Financial Aid
- Cullen Building
- 512-863-1930