CHECK job postings in MyCareer (careers.queensu.ca)
- log into MyCareer. Select “Postings” and then “All Job Postings.” View all or filter by type and geographical area.
- check often - employers sometimes post frequently and have short application timelines
- new students have access the day after enrolling in at least one course

TUNE IN to campus
- read local and campus news, e.g. The Journal, Queen’s News Centre, AMS, International Centre, and other publications (online, print or other distribution channels).
- check bulletin boards on campus within departments and general areas (e.g., JDUC, ARC, Mackintosh-Corry Hall)
- look for articles about upcoming events and consider attending
- be alert for possible opportunities (e.g., recent grants awarded to departments or professors)

CONTACT campus employers directly and professionally
- if you go in person, dress neatly and smile; if you telephone, prepare a brief script
- identify yourself clearly saying your first and last name
- let them know that you are interested in working
- ask for the name and contact information of the hiring coordinator (record this information)
- inquire about their hiring procedures (check first—these are often on their website)
- find out about the nature of the work
- express positive interest in some aspect of the work they describe
- follow-up and thank them for their help

COMMUNICATE THE FIT between you and an opportunity
- develop your application
- check MyCareer (careers.queensu.ca) for ways to get help writing your résumés, cover letters and interviews
- take a résumé workshop (50 minute or 30 minute) at Career Services
- work with a Peer Career Educator to review your résumé and cover letter
- prepare for interviews with the help of Career Services resources
- submit your application
- address employer’s requirements; follow their procedures
- follow-up to check on the progress of your application

Finding a Job on Campus - COMMON STARTING POINTS

Many departments and facilities on campus hire students. Here are some ideas to help you reach out.

SWEP (Summer Work Experience Program)
Jobs at Queen’s University in the summer. Open to returning full-time undergrads only. Jobs posted by Career Services in early December; applications close mid-February.

WORK-STUDY Program
Part-time jobs throughout the year. Open to full-time students with demonstrated financial need as assessed by Student Awards. Applications available online through Student Awards.
<table>
<thead>
<tr>
<th>Department/Organization</th>
<th>Job Possibilities</th>
<th>Timeline/Contact</th>
</tr>
</thead>
</table>
| Alma Mater Society (AMS) | Full time staff for government and services, part-time service staff, Student Life Centre staff | • two major hiring periods (September, February/March)  
• full and part time opportunities  
• applications available online in the AMS offices  
AMS offices, lower JDUC – [http://myAMS.org/jobs-volunteering](http://myAMS.org/jobs-volunteering) - 613-533-3001 |
| Athletics & Recreation | Facility staff, lifeguards, swim instructors, fitness instructors, events staff, intramural referees, & more | • two major hiring periods (fall and spring)  
Athletics & Recreation Centre - [http://gogaelsgo.com/employment](http://gogaelsgo.com/employment) - 613-533-2500 |
| Libraries | Library staff | • must be eligible for and enrolled in the Work Study program  
• hiring timelines follow Work Study timelines  
Any library - [http://library.queensu.ca/library/jobs/student](http://library.queensu.ca/library/jobs/student) - 613 533-6362 |

**OTHER AVENUES**

<table>
<thead>
<tr>
<th>Department/Organization</th>
<th>Job Possibilities</th>
<th>Timeline/Contact</th>
</tr>
</thead>
</table>
| Queen’s Telefundraising Services (Office of Advancement) | Student Caller | • applications due in early September  
Summerhill - [http://www.queensu.ca/annualgiving/annualappeal/telefundraising.html](http://www.queensu.ca/annualgiving/annualappeal/telefundraising.html) - 613-533-6000 Ext.77809 |
| Event Services, Hospitality Services | Service staff, event staff, as well as other positions | • timeline depends on positions available and on needs  
Sodexo: Victoria Hall (lower level) - [http://dining.queensu.ca/contact/employment/](http://dining.queensu.ca/contact/employment/) - 613-533-2953  
Event Services: Victoria Hall - [http://eventservices.queensu.ca](http://eventservices.queensu.ca) - 613-533-2223 |
| Residences | Positions include facilities staff, IT staff, in-house residence staff, and more | • hiring often takes place in the spring – contact for more information  
Victoria Hall - [http://residences.housing.queensu.ca/residence-services/working-for-residences/](http://residences.housing.queensu.ca/residence-services/working-for-residences/) - 613-533-6790 |
| Security | Part-time Emergency Report Centre positions | • positions come up periodically, so keep checking for timelines  
or follow Campus Security on twitter (@CampusSecurity) for any job openings - 613-533-6733 |
| International Centre | Various part-time positions available | • positions may require work-study eligibility, and preference is often given to international students. Timelines vary by positions, but hiring is often done in late winter and late summer  
Queen’s University International Centre, Upper JDUC - [http://quic.queensu.ca/about/work.asp](http://quic.queensu.ca/about/work.asp) - 613-533-2604 |
| Queen’s School of English | Monitors in the Socio-Cultural program, Marketing Assistant | • timeline varies by employment needs – contact for details  
96 Albert Street - [http://www.queensu.ca/qsoe/employment](http://www.queensu.ca/qsoe/employment) - 613-533-2472 |
| Summer Camps at Queen’s | Directors, different programming roles, counselors | • contact the appropriate department for more details  
E.g., Engineering Society (Science Quest), Queen’s University Biological Station (Eco-Adventure), Arts & Science Undergraduate Society (ASUS Camps), Geography (Explore), School of Religion (Future Quest), Agnes Etherington Art Centre (Summer SmARTs), Drama ( Barefoot Players Drama Camp), and Athletics and Recreation. |
| Physical Plant Services (PPS) | Grounds maintenance staff | • PPS hires students for the summer. Hiring takes place in January. |