

# **I NEED A JOB!!!!**

## **(Everything You Ever Wanted to Know about Part-Time and Seasonal Employment)**

Sponsored by the MSU Career Development Center

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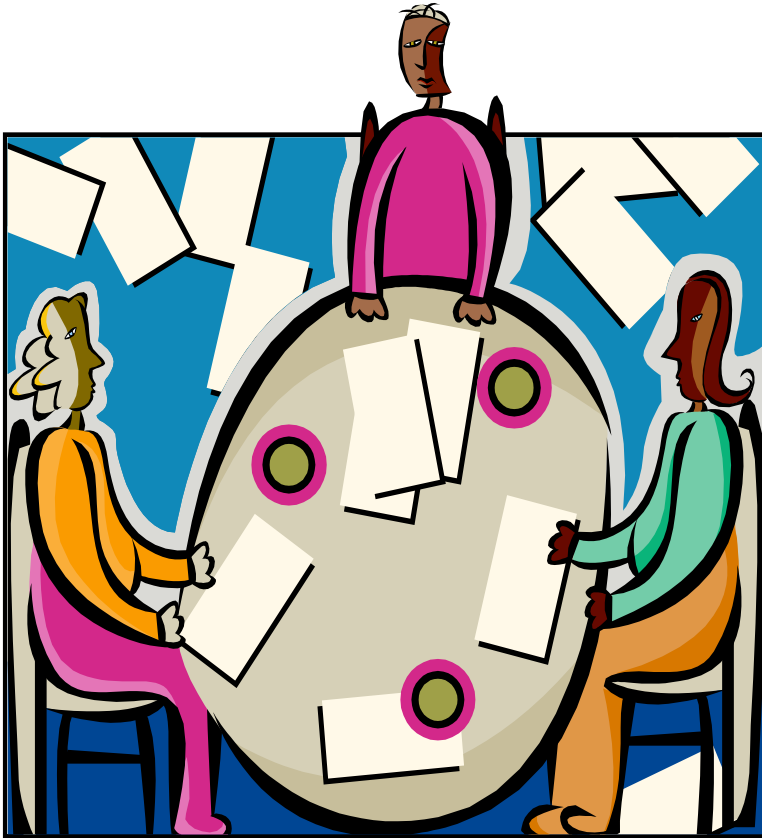


# After viewing this presentation you will:

- Understand the benefits of part-time employment while you're in college
- Know about the different types of part-time jobs
- Be able to identify ways to find part-time jobs
- Increase your chances of being hired for a part-time job



# After viewing this presentation you also will



- Understand special issues for you if you are an international student
- Be ready to make the most out of your part-time employment experience
- Identify signs that show you may be working too much
- Identify other ways to gain experience

# Benefits of part-time employment while you're in college

- **Money!**
  - Obviously, you can earn income for necessities in college life, or extras just for fun.
- **Experience!**
  - Employers want to hire people who have work experience, even if the experience is in a different field.
- **Connections!**
  - Whether you work on-campus or off-campus, you are developing your professional network. The connections you make now can help you to find opportunities in the future.
- **Skills!**
  - You'll gain work skills that employers are looking for and you'll learn about what types of jobs are right for you.

# Benefits of On-Campus Employment

- You'll have a very short commute and can conveniently work before class, after class, or even between classes!
- Since your supervisors are MSU employees, they understand your commitment to being a student!
- You'll be working with other MSU students. It is a great way to meet people and make friends.
- On-campus jobs allow you to connect with MSU employees who can support you and give you advice on where to go you when you need help!
- Your job will allow you to learn a lot about MSU.

# Types of part-time jobs

- Work-study
- On-campus part-time student employment
- Off-campus part-time
- Seasonal
- Internships

# Work-Study

- Part-of your financial aid package
- Need-based
- You need to fill out a FAFSA to be considered  
<http://www.fafsa.ed.gov/>
- On-campus work assignment
- Your maximum number of hours will be determined by your financial aid award
- Work-Study is assigned and managed by the MSU Student Financial Services office. Visit the Campus Hub in CSU 117, or online at <http://www.mnsu.edu/campushub/> for more information

# On-campus Student Employment

- Open to all students regardless of financial need
- On-campus jobs are limited, so be patient and keep looking
- Many are listed on [mavjobs.com](http://mavjobs.com), but some are filled by word of mouth
- On-campus employment regulations generally allow you to only work 20 hours per week during the regular school year
- You may be able to work summers and breaks but many positions are for the school year only

# Off-campus part-time employment

- Open to any student or community member
- You'll need to have reliable transportation
- You and your employer will set limits for your working hours
- You'll be working in the Mankato community with a variety of people

# Seasonal Employment

- Seasonal Employment is work that occurs during summer break, winter break, or another time of the year, but isn't a permanent position.
- Tends to be short term and can be a great way to make good money when you are not in school.
- Broaden your horizons—you can have a seasonal employment experience doing something new and exciting and possibly even in a different state or country.
- For summer jobs, attend the Summer Job Fair hosted in the spring by Recreation Parks and Leadership department each spring semester. See the CDC website [www.mnsu.edu/cdc](http://www.mnsu.edu/cdc) for more information by clicking on “Fairs and Events” under the student menu.

# Internships

- Can be paid or unpaid
- Generally happen junior, senior or sophomore year, but you can have an internship anytime
- Usually done for college credit
- Ideally should allow you to obtain experience related to your major

# Mavjobs.com: your first step to finding a part-time job!!!!

- To sign up for mavjobs:
  - Go to [www.mavjobs.com](http://www.mavjobs.com)
  - Click on “students” under “are you new to the system” to register
  - You’ll receive an email confirming your registration
  - Once your registration is confirmed, you can log-in and search for jobs

# How to find a Part-time job on [Mavjobs.com](http://Mavjobs.com)

- Once you've logged in, scroll down to find the part-time job search options under Job Search on the left side of the page and use them
- You'll see a list of jobs. Click on the job title of jobs that you find interesting
- Follow the application instructions **CAREFULLY!!!!**

# Other ways to find part-time employment

- Minnesota's Job Bank- <http://www.mnworks.org/>
- Mankato Free Press- <http://www.mankatofreepress.com/>
- Connecting with employers directly-For Mankato area employers try our Mankato Area Job Search Links site- <http://www.mnsu.edu/cdc/mankatolink.shtml>
- Word of mouth-Tell everyone you know that you are looking for a part-time job. Make sure to tell them what types of work interest you

# Applying for Part-time Jobs

Each employer is different and you may need to use different skills and techniques to apply for jobs. You may need to:

- Fill out applications
- Call employers
- Stop in and talk to employers
- Interview with an employer

# Filling out job applications-

## Information needed

- Previous job titles, employer name and contact information, duties and responsibilities
- Education information
- Information on school activities, community service and volunteer work, honors and awards received
- Contact information for references (name, phone number, e-mail address, length of time they've known you)
- It seems obvious, but make sure you have your address, e-mail address and a phone number where you can be reached. Many new students don't have these memorized when they apply

# More tips for filling out job applications

- Write legibly or type
- Read directions carefully and follow all instructions
- Be honest about all of the information you provide
- It can be a good idea to give your resume to an employer in addition to your application
- Check out this link for sample applications and more tips <http://www.nhlink.net/employe/new.htm>
- Many **on-campus employers** choose to have students complete what is commonly called the "gray application". This is a standard job application form that can be obtained either in the CDC OR printed from the CDC website. <http://www.mnsu.edu/cdc/form1.pdf>

# Increase your chances of being hired for a part-time job

- Follow directions in the listing carefully. If the listing says “Do not apply in person” and you apply in person, you probably won’t get the job
- In most cases it is okay to follow up on your application once or twice, but it is usually not wise to repeatedly call, e-mail, or visit the employer, especially those on campus. Employers do need to know that you are interested, but they also have work to do and may not want to hire a pushy employee.

# Tips for applying for part-time jobs

- You can visit potential employers in person and to tell them you'd like to work there and ask for an application.
- Dressing professionally for your interactions with employers will help you get hired!
  - Step it up from what you'd normally wear to class —khakis, dress pants, polo shirts, sweaters, skirts, dress shirts are all appropriate.
  - For many office, retail, sales, and business jobs, jeans, clothing with holes, sandals, or tight, short, revealing, or low-cut clothes are not appropriate for applying or interviewing for jobs.

# More ways to increase your chances of finding a job

- Be prepared to hear “No.” Some employers may not be hiring right now. Don’t get discouraged, keep pursuing opportunities.
- When you meet employers in person or talk on the phone, think “I am mature and professional.” and act that way. Don’t be afraid to ask for a job. Have good eye contact and be ready to shake hands.
- If you are asked to interview with an employer, the tips on the next slide will help and the CDC has many books and resources that can help you as well.

# Interviewing in brief

- Always know as much as you can about the employer, office, and/or position.
- Don't be negative about previous employers or about other experiences.
- Be ready to talk about your skills and why this employer should hire you.
- Think from the employers perspective. If you only ask about days off and about how flexible the employer is, they may think you don't have a good work ethic.
- Always ask questions. This shows that you are interested in the job.

# Resumes

- Sometimes you may be asked to provide a resume to a part-time employer
- If you have an excellent resume, you may want to provide it to an employer along with your application even if it isn't requested.
- The CDC has MANY resources to help you with your resume.
  - Job Search Handbook <http://www.mnsu.edu/cdc/handbook.shtml>
  - Online Workshops <http://www.mnsu.edu/cdc/workshops.shtml>
  - Appointments and CDC Quick Stop-call 507-389-6061 or stop in for more information
  - Books in our Career Resource Library

# Follow-up

- When you turn in your resume or application, or even finish an interview, you are not done yet.
  - It is okay to call and follow up on your application. Again, one phone call will probably be enough.
  - After an interview, sending a thank-you note is a great idea. It will show the employer you want the job, that you have good follow-up skills, and may set you apart from other applicants. See the CDC Job Search Handbook at <http://www.mnsu.edu/cdc/handbook.shtml> for samples.

# Special issues for international students

- **On-Campus Employment:**
  - Enrolled F-1 students may work on the campus of their educational institutions. Undergraduates may work ONLY 20 hours per week so long as the job does not interfere with your ability to continue as a full-time student. During your vacation periods you may work full-time if you are an undergraduate. Graduate students may work up to 14 hours per week as student help and 20 hours per week if on an assistantship.
- **Off-campus Employment**
  - After having been in F-1 status for at least 9 months, you may be eligible for off-campus employment in your field of studies. This could be full-time during the summer and the winter semester break, or part-time (limited to 20 hours of total employment per week, including any on-campus work) during the academic year. There are two types of off campus work authorization called "practical training": Curricular Practical Training and Optional Practical Training.
- Visit the International Student Office in CSU 219A for more information

# How to make the most out of your part-time employment experience

- Be a great employee-arrive on time, keep busy, ask questions, and be a team player.
- After you have been on the job awhile, you may ask for additional responsibilities in an area of interest, especially related to your major. Use your job as an opportunity to gain skills and experiences.
- Start your resume now, and keep track of your accomplishments, responsibilities, and training you've received.
- Think of your supervisors and co-workers as the beginning of your professional network.

# How do you know if you're working too much?

- College can be a stressful time, and ideally your part-time job shouldn't be a detriment to your studies.
- The CDC recommends that students work a maximum of 20 hours per week while school is in session. Studies show that working more than that may cause your grades to decline.
- Some people can work more, and others need to work fewer hours. If you find yourself without time for fun and worry about how you'll manage your studies, you may be working too much.

# Think about some other ways to gain experience

- Volunteering-
  - Not only is volunteering fun and helpful to the community, it allows you to gain experience that employers are looking for.
- Internships
  - Internships are not only great ways to gain experience, but they can also lead the way to full-time permanent employment. If you can do an internship for your program, you should do it!
- Campus involvement
  - Becoming a leader on campus or participating in an organization helps you to gain wonderful experience.

# More ways to gain experience

- Temporary work or special projects
  - Temp positions can be valuable ways to earn money and gain professional experience. You can also “try on” a job to see if it would be something you’d enjoy.
  - You can volunteer or be paid to help a department or employer with special projects such as research or short-term initiatives.

**Contact us for assistance**

**MSU Career Development Center**

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[www.mnsu.edu/cdc](http://www.mnsu.edu/cdc)

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