

# Working on Campus

You can earn money to help pay for your college education. Through Federal Work-Study (FWS) or regular student employment, part-time jobs are available for up to 20 hours a week on campus.

## Why Work on Campus?

- Supervisors schedule your work hours around your class schedule
- Go straight from class to your campus job, saving yourself commute time
- Work a maximum of 20 hours so that your job doesn't interfere with your studies
- Build a positive work record and transferable skills that you can take to any future position
- Build a stronger connection to the Alverno community

## How to Find and Apply for a Campus Job

New students can begin applying for campus jobs after completing Student Orientation and Registration (SOAR). There are two ways to apply:

### 1. Apply for **ALL** entry-level campus jobs    2. Apply to work in a specific department

- Go to **alverno.edu/campusjobs**
- Under *Open Jobs on Campus*, select the *Entry Level Student Employee* position
- Click on the online application link at the bottom of the job description and log into the Alverno network
- Enter all required information and submit your application
- Applications are forwarded for consideration to any departments with open, entry-level positions. Jobs could include working in: reception, office assistance, customer service, library or computer lab assistance, or campus safety
- Department supervisors will contact qualified applicants whose availability matches with the work hours they need filled for an interview
- Go to **alverno.edu/campusjobs**
- View *Open Jobs on Campus* by clicking on specific job titles
- Determine if you meet the job qualifications (Note: new students may not be eligible for some campus jobs that require a faculty recommendation, such as an academic assistant)
- To apply, click on the online application link at the bottom of the job description
- Log into the Alverno network with your username and password
- Enter required information, attach required documents and submit your application
- Department supervisors will contact qualified applicants whose availability matches with the work hours they need filled for an interview

## Campus Job Application Dos and Don'ts

### **DO sweat the small things**

Take care in completing the online application. Hiring departments view this as a sample of your writing/editing skills and attention to detail. Make sure to use proper grammar and spelling. YOUR JOB APPLICATION IS NOT A TEXT, so capitalize proper nouns, like your name and address.

### **DON'T unnecessarily limit your availability**

When asked to provide your work availability, don't just list the hours you prefer to work; list all the hours you are truly available outside of class. The more hours that you have available, the greater the chance that they will match the hours for which a department needs student worker coverage.

### **DO read the instructions**

Pay attention to the qualifications and application directions. Only apply for jobs for which you are qualified, and follow any special directions, such as uploading a resume and cover letter. If you don't have a resume and cover letter, don't worry. Contact Career & Professional Development for tips on how to quickly create these types of documents.

### **DON'T forget your references**

Be prepared to provide two professional references (i.e. people who can vouch for your skills, experience and/or work ethic), when you complete the application for student employment. Some examples of individuals who could be a good reference: supervisors from past jobs, internships and volunteer positions; teachers/professors with whom you have worked closely, and coaches and advisors. Always ask your references for permission and their preferred contact information (phone and email), before listing them.

### **DO put your best foot forward**

If you're called for an interview, take time to prepare so that you make a good first impression. Research the department by viewing their website on [alverno.edu](http://alverno.edu). Think about why you want to work in that department, and how previous experiences (classes, volunteer work, student activities or other part-time jobs) have prepared you for the job you are seeking. In addition, plan to dress in professional attire (e.g. avoid jeans, sweats, or other casual clothes). Contact Career & Professional Development for additional interview advice or to search for an interview outfit in our Attire for Hire closet.

### **DON'T worry!**

If you don't find a campus job, you can explore off-campus job opportunities. Contact Career & Professional Development for assistance.

## Career & Professional Development

Founders Hall (FO) 101  
414-382-6010  
[cpdc@alverno.edu](mailto:cpdc@alverno.edu)

