



# FINDING AN ON-CAMPUS JOB

**Having an on-campus job can be a great way to make money while building career-relevant skills.**

Every job and employer is different, but in many cases on-campus employment can provide unique advantages for students.

## *Benefits of an on-campus job*

### ✓ *Flexible schedule*

It's no surprise that few understand the demands on a college student better than DePaul's own faculty and staff. Your manager will likely be well aware of DePaul's academic schedule and will be as flexible as possible during breaks and final exam periods (as long as you communicate your desired schedule changes in advance, of course!).

### ✓ *Student-focused*

The university is a student-centered environment. Working on campus helps ensure that you will work with and come into regular contact with people who want to support student success. This is also a great way to engage on campus and be an active part of the DePaul community.

### ✓ *Networking and references*

Those same people who want to support student success can become valuable, enthusiastic references for job and grad school applications. More important are the networking opportunities with DePaul staff and faculty that may present themselves. Many jobs can provide contacts that can be helpful in terms of job leads or help with the interview process.

*Start your search at*

**[studentemployment.depaul.edu](http://studentemployment.depaul.edu)**

DePaul University offers a wide variety of on-campus jobs, from help desk positions to office assistants and many more. Start your job search at [studentemployment.depaul.edu](http://studentemployment.depaul.edu), where you can access a campus job board, job search support and help finding jobs of increasing levels of responsibility!

# How to find an on-campus job

With its unique benefits, on-campus student employment can be in high demand and surprisingly difficult to find. Here are a few tips for improving your chances:

## 1 *Cast a wide net*

Like many jobs that are in high demand, it's a numbers game. Apply to as many as seem to fit your needs, abilities, and availability. Just make sure to take the time to understand the jobs you're applying for and tailor your application accordingly!

## 2 *Follow up*

Some job postings on Campus Job Board will include the hiring manager's contact information. If it does, send an email with your resume and cover letter after you apply. Reaching out to express your interest may set you apart from other candidates.

## 3 *Be professional*

This may seem obvious, but many on-campus job applicants make the mistake of under-dressing for the interview or approaching it too informally. Do your research and prepare. Dress professionally. Be on time. Shake the interviewer's hand and make eye contact.

## *Make the most of the job*

With the right attitude and a little creativity, there's a good chance you can enhance the career benefit of your on-campus job. A few ideas:

### **Take the lead to solve problems**

Every workplace or department has challenges. Why not volunteer to find a solution? Talk to people to understand the issue, do the research for possible solutions, and present them to your supervisor. Put your communication, critical thinking, multi-tasking and creative skills to work!

### **Learn a new technical skill**

Be alert for the opportunity to learn a new skill as part of your job. This may involve volunteering for tasks or responsibilities not originally in your job description. If your supervisor is game, developing a new skillset may be well worth the extra effort.

### **Build your personal brand**

Every job offers opportunities to build your personal brand. Not sure what that is? Identify the aspects of the job that are brand builders. Experience, skills, and passions are part of your brand. Keep these in mind in your day-to-day work and chances are you'll see ways to further build and expand them.