Student Employment 101
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
Finance and Administration - Student Worker

Southwestern University - Finance & Administration
On-Campus (student employment at SU)

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

Adapt to 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. Adapt to monitoring and meeting advertising objectives, to maintain necessary internal communications with the company. Proactive and results-oriented. I am determined to build market presence in the food companies world.

Skills:
- Excellent Communication Skills
- Project Management Skills
- Digital Marketing
- Industry Trends & Sales Forecasting
- Creativity and Branding

Education:
- Culinary Institute of America
  - Bachelor of Culinary Arts Management
- Manhasset High School

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

Adapt to safe driving positions and traffic laws, bringing both a clean driving record as well as a career history of safe and certified customers and clients. Experience in preplanning, route mapping and driver reports on websites. Committed to the safety and successful transportation of goods, passengers, and vehicles.

Skills:
- Route Planning
- Safe Driving Skills
- Driver's License

Experienced in:
- Driver at Alberts Trucking Company, Phoenix

Effective in:
- Efficiently managing trucker analysis, optimizing a specific revenue stream.
- Designing and implementing direct mail campaigns, resulting in a 20% sales increase per year.
- Building and maintaining personal and external relationships, which assured the strategy's implementation and success.
- Assured the strategies' completion, while fully working to increase our net profitability.
- Reached the vast network of users and customers to better maintain customer relations.
- Fostering relationships as successful truckers, while supporting new relationships to access potential 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

youname@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
Southwestern University
GPA: *** [only insert this if your GPA is 3.0+] May 20__
Georgetown, Texas

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

[RELEVANT] EXPERIENCE

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

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

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

OTHER EXPERIENCE

Position Title
Name of Employing Organization
City, State
May 2018 – present
• 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 (if semesters)
Southwestern Scholar 2018 – present
NCAA Division I Men’s Baseball Team, Southwestern University 2018 – present

SKILLS

Computer: PC/Mac, Microsoft Word, PowerPoint, Excel, Google Apps (Drive, Sheets, Docs, etc.), social media

Languages: Spanish (____ proficiency) (choose from beginning, intermediate, advanced, fluent)
Our experienced, caring and connected team looks forward to engaging with students and alumni on their professional development journeys.

**NAME**  Adrian Ramirez  
**TITLE**  Director of the Center for Career and Professional Development  
**E-MAIL**  ramirezad@southwestern.edu

**PHONE**  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

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

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

Time zone

Central Time - US & Canada (2 time zones)

Thursday, August 31

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

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

TimeZone - 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

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**Enter Details**

Name *

Email *

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
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