Welcome!

Student Employment Orientation

Welcome!
Center for Career & Professional Development

- Explore.
  Experience.
  Engage.

- Early and often!

- Get career-ready

- Get connected through Career Communities
Types of student employment

ON CAMPUS
Limited number, usually pay minimum wage (though some roles are higher), various roles/tasks

OFF CAMPUS
Transportation required, more diversity of roles, higher pay options (e.g. babysitting, tutoring, retail, etc.)

INTERNSHIP
Can be paid or unpaid and/or for credit, develops career interests
All students are eligible to seek work on campus.

Students with federal work-study aid have priority for on-campus jobs (all other qualifications being equal).

You are not GUARANTEED an on-campus job if you have federal work-study aid.

See the Student Employment Handbook for all policies and procedures:
How much 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 (fewer recommended for first-year students)
- If you work more hours during one semester, it may limit how many you can work in other parts of the year.
How do I find a job?

- **HireSU** is SU’s free, online job board, available through the CCPD website.

- On-campus and off-campus opportunities are posted on HireSU.

- **Networking** with other students and **directly reaching out** to departments to let them know of your interest can help you secure a job even after applying on HireSU.
Brandon Alexander ‘20, SIRA

Penny Pena ‘20, Center for Academic Success

Abigail Luna ‘20, Career & Professional Development (CCPD)

Jake Stagner ‘20, ITS
Becoming a Student

- Current Students

Parents & Family

Faculty & Staff

Alumni

Develop Your Career

Liberal Arts & Sciences

Athletics

Calendar

Directory

Giving

Library & IT

Directory

MYSOUTHWESTERN

Student Life

Student Organizations

Study Abroad

Registrar & Records

Safety & Security

Scholarships/Financial Aid

Billing & Payments

Playing the Stock Market in Real Life

Students in Southwestern's Financial Analyst Program are responsible for managing a hefty portion of the University's endowment.

Riding in a Golf Cart with the President

The first in our series of Southwestern Burger Cart Conversations.
Center for Career and Professional Development

Our award-winning, student-centered approach to professional development is highly personalized - from advising to programming to customized connections with employers. This boutique model leverages our Career Community network of engaged alumni to help you find career direction while enhancing the skills you need for both personal and professional success.

Contact  Center for Career & Professional Development  Email  Phone  Location
pirate2pro@southwestern.edu  512.863.1346  Prothro 140

www.southwestern.edu/careers > HireSU
HireSU via Symplicity:
https://southwestern-csm.symplicity.com/students
You will be emailed a temporary password.

Log on with this new password to create your own unique password for subsequent logins.

NOT your SU password! Use "piratejobs".
See recommended jobs and search for other positions once you’ve completed your profile.
- Search by keyword, position type, industry, location, etc.
- Use filters to narrow your search, including for On-Campus employment and Community Service Volunteer.
Create job alerts to save your searches and have results emailed to you.
How do I apply? Every job is different. This job links you to the company website to apply.
Some jobs ask for your resume. Without a resume loaded in HireSU, you cannot apply for this position.
Q: Can I use my high school resume?

A: You have the best chance with a professional resume.

Let us help you!

Resume/Cover Letter Samples and Resume Template available from:

- CCPD website > Current Students > Resumes, CVs, Cover Letters and Personal Statements
- HireSU website > Resources > Document Library
Your Name

Current Address

Permanent Address

OBJECTIVE

To obtain a position utilizing _______ and _______ skills

EDUCATION

Bachelor of ????
Southwestern University
Georgetown, Texas

EXPERIENCE

Title
Employer
May 20?? – present

• Describe your experience in bulleted statements beginning with action verbs...(e.g. Created and entered file information into computer database)

Title
Employer
January 2000 – present

• Describe your experience in bulleted statements beginning with action verbs...(e.g. Created and entered file information into computer database)

Title
Employer
December 2000 – January 2001

• 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 [# semesters]
Southwestern Scholars 1999-present
Intercollegiate Men’s Baseball Team, Southwestern University 2000-present

SKILLS

Computer: PC and Macintosh, Windows, Microsoft Word, PowerPoint, Internet Explorer
Languages: Spanish (_____ proficiency) [choose from beginning, intermediate, advanced, fluent]
Upload your resume into HireSU as an MS Word doc so it can be edited.

Your resume is being held for approval. CCPD will review/edit your resume and then approve it.
Once you find a job you will be required to provide the following documents:

- **I-9** (Employment Eligibility Verification)
- **W-4** (Employee Withholding Allowance Certificate, IRS)
- **Direct Deposit Form** (for on-campus jobs)
- **Proper identification** (photo ID and work authorization, such as Social Security card, birth certificate or passport)
- **Forms available at:**
  
  [http://www.southwestern.edu/offices/business/payroll.php](http://www.southwestern.edu/offices/business/payroll.php)
Sign up for Direct Deposit

- All students who work on campus are paid by direct deposit – no paper checks.

- If you have a current bank account, sign up using that account.

- Don’t have a bank account? No problem! You can sign up for a free Pirate Account from First Texas Bank (900 S. Austin Avenue)!
For on-campus jobs, timesheets are due every two weeks. Everything is ONLINE!

You will receive reminders on Campus Notices.

Complete directions are at:
https://www.southwestern.edu/business-office/payroll/
• Timesheets for on-campus employment are due every two weeks.
• Log on to mysouthwestern.edu.
• Click on “Web Advisor.”
• Click on “Employees.”
Click on “Time entry” to get your online timesheet.
Questions? Contacts!

**STUDENT PAYROLL:** Business Office/Cullen Building

- *New Hire Paperwork:* Sally Volling, 512.863.1930, vollings@southwestern.edu
- *Payroll Issues:* Pam Leatherwood, 512-863-1932, leatherp@southwestern.edu


**FINANCIAL AID**
Cullen Building, 512.863.1259
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**CENTER FOR CAREER & PROFESSIONAL DEVELOPMENT**
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