

Searching for a Part-Time or Summer Job

Objectives

1. Identify and review part-time and summer employment considerations.
2. Obtain resources for exploring off-campus, on-campus, and summer employment options.

Why Get a Part-Time or Summer Job?

Part-time and summer employment experiences can be immensely helpful in building experience and skills while providing extra or supplemental income. Not only will you have a chance to learn about an industry, position, or career field, but you will be able to make connections with professionals and get hands-on experience to add to your résumé. This guide provides information and resources to assist you as you consider part-time and summer employment options.

Finding On-Campus Jobs

Choosing a part-time job relevant to your post-graduation career plan can position you to be a competitive candidate for internships and full-time employment. FSU provides many opportunities for students to work on campus. Below are resources to assist you in finding on-campus positions.

Campus Recreation

campusrec.fsu.edu/staff/jobs

Campus Recreation employs over 700 students in its various program areas throughout the school year. Student positions are available in Facilities, Fitness and Wellness, RecSports, and Outdoor Pursuits.

Seminole Dining

www.seminoledining.campusdish.com

Seminole Dining offers many opportunities to work in food service and preparation across campus. This is an excellent opportunity to gain customer service experience as you serve FSU faculty, staff, and students.

Oglesby Union

union.fsu.edu/about-us/jobs

The Oglesby Union provides opportunities for students to work in a variety of locations. The Union does encourage volunteering with the department where you would like to work prior to applying for a paid position.

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University Housing

<https://housing.fsu.edu/>

University Housing hires students throughout the year for a variety of positions. Some jobs are time-sensitive and others have rolling applications during the year.

FSU Foundation

foundation.fsu.edu/

The FSU Foundation Phone Center employs nearly 70 students who work year-round to share information about what's happening on Florida State's campus, answer questions, and garner financial support for the university.

FSU Office of Human Resources

jobs.fsu.edu

The Office of Human Resources at FSU posts part-time job listings that are sometimes appropriate for students. You will want to search for positions labeled "Temporary & Student Jobs," as these are the most likely options for part-time work.

Academic Center for Excellence (ACE)

ace.fsu.edu/Tutoring/Peer-Tutoring-Employment-Opportunities

ACE offers the opportunity to be a Peer Tutor. You would help students with organization and time management, as well as tutoring in coursework.

Student Athlete Academic Support (SAAS) Tutoring

undergrad.fsu.edu/Departments/Student-Athlete-Support/Athletic-Academic-Advising-Programs

The SAAS Tutoring Program hires approximately 70 tutors a year from a variety of academic departments. Tutors perform duties such as helping student athletes to develop strong study habits, understand academic material, and prepare for tests.

FSU Child Development Programs childcare.fsu.edu

At the beginning of each semester, there are generally a few OPS Child Care/Teaching Assistant Pool positions. These positions are typically attractive for students who seek work experience in their field, such as early childhood education or child development.

FSU Libraries <https://www.lib.fsu.edu/about/employment>

There are many different types of positions in FSU Libraries. These opportunities range across campus, with jobs available in Strozier Library, Dirac Library, and the Engineering Library.

Federal Work Study

Visit financialaid.fsu.edu/aid/workstudy/ for information about Federal Work Study awards.

Finding Off-Campus Jobs

The resources below will help you locate opportunities to work off campus.

Career Advising

Career advisors can assist you with your part-time job search. They can help you develop a résumé to ensure that you are showcasing your past experiences and skills in a way that will attract employers. They can also teach you some basic interviewing techniques so you will be more prepared to speak with prospective employers. Visit The Career Center Library (Dunlap Success Center, ste. 1200) any time Monday through Friday from 9 a.m. to 4:30 p.m. to speak with a career advisor.

“Find A Part-Time Job” Link

The Career Center lists part-time, seasonal, and temporary jobs for students in a variety of industries located in Tallahassee on The Career Center website. You can access these listings by visiting The Career Center’s main page (www.career.fsu.edu) and clicking the “Find a Part-Time Job” link or by using www.career.fsu.edu/sep.

Handshake

Employers post part-time, seasonal, and temporary jobs for students on Handshake, The Career Center’s opportunities database. This database is updated daily, and you will find positions in a variety of industries in Tallahassee and nationally. Access Handshake through Blackboard or at www.career.fsu.edu/andshake to view listings.

Part-Time Job Fair

The Part-Time Job Fair offers an excellent opportunity to meet with both on- and off-campus employers who are looking to hire FSU students. The fair takes place at the beginning of both fall and spring semesters. To view dates for this and all Career Center events, visit career.fsu.edu/Students/Events.

Restaurants and Retailers

Many national retailers and restaurants (i.e., Target, Olive Garden, etc.) have online applications that can be submitted for local positions. Visiting the employment websites of these organizations can provide additional information, including position descriptions and openings. For local restaurants and retailers, call or drop in at their locations during slower business hours (not during lunch or dinner rush hours!) to find out about open positions. Researching businesses online at www.yellowbook.com is a great way to get started!

Social Media

Social media platforms like Twitter, Facebook, and LinkedIn are great tools to use for both networking and searching for jobs. There are a variety of ways to discover open positions using social media including following company pages, following and connecting with industry professionals, using RSS feeds, and contributing content related to your career interests. If you would like assistance in developing a search plan that includes use of social media, visit The Career Center and speak to a career advisor.

The Classifieds

The classifieds section of our local newspapers include job ads from a wide range of employers.

- *Tallahassee Democrat*: tallahassee.com (click Classifieds)
- *FSView*: fsunews.com (click Classifieds)
- *Craigslist*: Craigslist.com
Craigslist has several local sites where individuals can post classified ads for jobs. Be careful when using website as it is not regulated. Anyone can post on Craigslist for free, so do your homework to make sure the ad is legit. Only reply to the posting itself (not an email address listed inside the ad) and do not send sensitive personal information via the web.

Temporary Staffing Agencies

Temporary staffing agencies are recruiters seeking part-time, temporary workers on behalf of other companies. You might consider registering with

temporary staffing agencies to gain experience with local companies. Performing well in a temporary job can often lead to longer-term employment. Completing multiple temporary assignments can also provide you with exposure to many different work settings. For more information about temporary work, see the “Searching for a Job in the Temporary Staffing Industry” guide available in The Career Center Library or online at career.fsu.edu/Resources/Career-Guides. Select temporary staffing agencies are listed below.

- *Adecco*: adecco-tlh.net
- *Kelly Services*: kellyservices.com
- *Manpower*: manpower.com
- *Spherion*: spherion.com

Government Agencies

Government agencies employ part-time and seasonally across many functions, including parks and recreation, after-school programs, business services, libraries, law enforcement, health, and social services.

- *Leon County*: cms.leoncountyfl.gov/HR/jobs/joblist.asp
- *State of Florida*: jobs.myflorida.com/index.html
- *City of Tallahassee*: talgov.com/hr

Summer Jobs: Things to Consider

Summer employment can be an opportunity to explore interests, gain experiences, and make new connections. When thinking about summer employment, there are some important factors to consider. Ask yourself the following questions to help you evaluate your current situation and determine your best options:

- Where will I live/how do I find roommates?
- Will I be able to return in time to prepare for school? Summer employment may overlap with Greek recruitment, residence hall responsibilities, etc.
- In what area of the country/world do I want to work?
- Will I be able to come home at all during the summer if I want/need to?
- What (if any) expenses will be covered by the employer?
- Will I develop skills relevant and applicable to future career goals?
- Will I make contacts that might prove beneficial in my career?

Sample Summer Employment Options

Many employers from a variety of industries have opportunities available for students looking for seasonal work. There are, however, certain employment areas that tend to hire more staff during the summer season. Below are some examples of these employment areas.

Recreational/Summer Camps

Recreational camps are found in all parts of the country. Counselors, special topic instructors, and maintenance and kitchen staffs are among the types of positions camps hire for summer work. Camps may be single-sex or coeducational with campers ranging from 6-18 years of age. The best time to apply is between January and March.

Camp counselor experience is beneficial for people interested in education, rehabilitation services, leisure services and studies, special education, and any special topic area (music, theatre, etc.) that may be offered at the camp. While having related experience is beneficial for the application process, it is not a requirement.

National Parks

There are two kinds of employers that hire for the National Park System: federal or private concessionaires within the park. Both types of employers tend to provide housing and meals at a low cost. The National Park Service provides a range of opportunities, but some example areas include visitor programs, law enforcement, and road/park maintenance. Private park concessionaires offer a wide variety of positions as well, from kitchen staff and groundskeepers to guest relations. Most temporary positions require irregular hours of work, including weekends, holidays, and evenings. Applicants may apply for employment year round.

Amusement Parks

Like recreational camps, amusement parks hire people for several kinds of positions in Florida and other areas of the country. Parks will often provide low-cost lodging and meals, uniforms, and free or reduced admission for guests to the park. Length of required employment will vary. Employment opportunities may include:

- Maintenance keepers
- Air brush artists
- Photographers
- Ride operators
- Internal auditors
- Entertainers
- Concessions vendors

Domestic/International Recreational Tours

Working as a tour guide can be a rewarding and demanding seasonal job. Tour companies may have domestic and/or international tours. Some cities and historical sites also hire tour escorts. The main duties of a tour guide include facilitating local arrangements, ensuring the safety of tour guests, and providing regional commentary when necessary.

The peak season for tour programs is May through October, with tours lasting from a few hours to 21 days. The tour company typically pays all housing and meal expenses for long-term travel tours.

Most organizations provide training for their tour guides at the specific work site. However, there are organizations that offer additional information and training on becoming a certified tour guide.

Experience leading groups, patience, communication skills, and energy are all valuable skills for a tour guide. As with many summer jobs, persistence is the key in finding a position with a tour company.

Cruise Ships

Like the national park system, cruise ships may employ people directly or through private concessionaires. Benefits of cruise ship employment may include free or reduced room and board, few expenses, permanent residence while in port, and an opportunity to travel and participate in port activities. However, you may have to share quarters with other staff members. Uniforms or a clothing allowance is usually provided. The typical work week is seven days a week for six to eight hours a day.

Cruise ship employers will expect proof of citizenship (for example, a passport or birth certificate) and may require a photograph in the application process. When applying, it is a good idea to address cover letters to a specific person if possible and refer to the names of the ships associated with the organization to which you are applying.

Typical areas of employment on a cruise ship include:

- Crew members
- Catering
- Hospitality/Hotel
- Activities
- Entertainment
- Salon/Fitness
- Officers

Waterfront Areas

During the summer months, many tourists flock to waterfront areas where they enjoy beaches, rivers, or lakes. Most waterfront employers require applicants to have or agree to participate in some special training either as a lifeguard, rafting guide, or sailing instructor. Red Cross lifeguard training, CPR certification, and advanced first aid certification are often required. Waterfront resorts may hire typical hotel and restaurant personnel. Sample opportunities at waterfront areas may include:

- River guide
- Lifeguard
- Shuttle driver
- Vendor
- Hospitality

Summary

This guide provides many resources to begin your part-time job and/or summer job search. While this guide includes information to get you started in the search process, there are other helpful ways to engage in the process. Consider talking to a career advisor at The Career Center to create a part-time/summer job search plan.

Additional Resources

Select Career Center Library Resources

Executive Temp.....IB T45
Summer Jobs Worldwide.....IVC S82

Select Online Resources

National Park Service — www.nps.gov

Tour Management Institute —
www.itmitourtraining.com

H-Careers (Jobs in Hospitality and Cruise Ships) —
www.hcareers.com

International Association of Amusement Parks Job Board — jobs.iaapa.org/jobseeker/search/results/
American Camp Association Job Board —
www.acacamps.org/jobs

All Cruise Jobs — www.allcruisejobs.com/

SummerJobs.com — www.summerjobs.com

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