# Working On-Campus

There are many advantages of working on-campus. In addition to the convenience of being close to your classes, campus employers tend to be understanding of student schedules. Many students are interested in these positions and competition can be fierce. Having a plan will enhance your chances of successfully finding a job on campus. Here is a four-step plan:

# Step 1: Examine your skills and strengths. Decide which you would like to apply at work, and which you wish to develop.

It is important to have a good idea about what type of work you want. The AA&CC has a number of self-assessment tools available: <u>www.utsc.utoronto.ca/aacc/get-know-yourself</u> You may also find these tools useful for learning about yourself: <u>alis.alberta.ca/ec/cp/cpt/planning-tools.html</u>

## Step 2: Identify work opportunities on campus that would allow you to use these skills.

There are many different kinds of positions available. From laboratory assistants, invigilators, teaching assistants, to administrative support or marketing. However, you must research to find the work that fits you

Sign up for the workshop *Work Search Strategies* on the Career Learning Network (<u>CLN</u>), under Events and Workshops

### Unadvertised Positions

Compile a list of potential employers on campus who may not have formally advertised their positions. You could start with our very short list: <u>www.utsc.utoronto.ca/aacc/campus-jobs</u> Remember that most

leaving it up to you to get to know people who can tell you about them! So what can YOU do to stand out?

Network! Be active on campus and volunteer. Get to know the people around you and let the

Attend the *Experience UTSC* and *Volunteer UTSC* fairs in September to learn about paid and volunteer opportunities on campus

Think about the best way to approach employers. You will want to consider the most direct approach, whether it is calling, emailing, or going in person

Sign up for a Networking workshop on CLN under Events and Workshops

#### ADVERTISED JOBS

Jobs are advertised year round on the Career Learning Network, <u>cln.utoronto.ca</u>, under Jobs then Work Study or On-Campus Jobs.

The Work Study program provides opportunities for students to work part-time on campus. Positions can be viewed on CLN in August for the Fall/Winter program, and April for the Summer program. To be eligible, you must be a degree student taking at least 2 courses per semester.

Check out the new Research Catalogue on CLN to explore research opportunities on campus and beyond.

Check departmental websites or their bulletin boards, in addition to the Intranet, Blackboard, and the digital sign board for specific postings. To find departmental websites, refer to the campus directory.

