Center for Career and Professional Development
Self-Guided Checklist for Finding Campus, Part-time or Seasonal Jobs

Location: 419 Becht Hall  Phone: 814-393-2323
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Campus and Community Part-time Job Search Checklist

When the Center for Career and Professional Development is made aware of jobs on campus and in the community, they are posted on the Clarion Career Connections (http://www.clarion.edu/careerconnections/).

- Career Connections: Click the Jobs tab
  - Click on Student Employment – On Campus to view positions with University offices or programs.
  - Use the Advanced Search to view position types (part-time, seasonal)
  - Search the NACELink Network for part-time employment (Clarion, PA 16214)

All University offices/departments may not use this site to announce their jobs, so you need to take initiative to look for employment on and off campus in other ways:

- Visit University offices or other campus services (catering, food service, bookstore, credit union, University Foundation). Their locations and telephone numbers are listed online at www.clarion.edu.
- Read the E-Digest for Students that is distributed electronically twice a week.
- Check campus bulletin boards
- Approach businesses in the downtown and Clarion Mall areas, Cook Forest and nearby communities. Don’t overlook restaurants, assisted living facilities, government programs, factories, and medical facilities.
- Search the Classified Ads in the local newspapers or online community bulletin boards in the Carlson Library or online at:
  - The Derrick and The Clarion News – http://www.thederrick.com/
  - The Courier Express and the Jeffersonian Democrat – www.thecourierexpress.com
- Visit the County CareerLink office at 627 Wood St.
- Search the PA JobGateway online at https://www.jobgateway.state.pa.us/.
- Check job search aggregate sites such as www.Snagajob.com
- Review positions in the community registered through the PHEAA State Work Study Program at http://www.pheaa.org/funding-opportunities/work-study-employment.
- Attend the on campus career fairs listed at http://www.clarion.edu/careerevents or review the directories of past events to see who had been hiring.
- Offer to volunteer, intern, or job shadow. These types of experiences often lead to employment.
- Promote your skills, talents and expertise! Can you lifeguard, babysit, mow grass, play an instrument, speak a foreign language, care for animals, rake leaves, shovel snow, cut hair, tutor, etc.? Advertise your talents in the local newspapers or online community bulletin boards such as www.exploreClarion.com.

Job Search Preparation Tips

- Begin your job search early, even a semester before you would like to begin employment.
- Prepare a resume, listing of references, or previous work history (business, supervisor, telephone, dates).
  Review resume examples at www.clarion.edu/resumes and then send it to resumes@clarion.edu for review by our staff. After it has been reviewed, upload it to the Documents tab on Career Connections.
- Make a good first impression - wear appropriate attire even when you are only seeking a part-time position.
- Visit http://www.clarion.edu/careers for more job search preparation tips.

Still need help? Visit us in 419 Becht Hall, call 814-393-2323 or email careers@clarion.edu.

DISCLAIMER: The Clarion University Center for Career and Professional Development serves as a clearinghouse of information for job and experiential learning opportunities. The listing of a position or search engine should not be interpreted as an endorsement. Clarion University is not responsible for safety, wages, working conditions, or other various aspects of employment. Students and alumni should personally research openings and organizations prior to submitting a resume to an organization or entering into any employment agreements.

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