

# Clarion University Career and Professional Development Center Self-guided Checklist for Finding Campus, Part-time or Seasonal Jobs

## Campus and Community Part-time Job Search Checklist

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

- Search the Jobs tab by selecting position types (student employment on-campus, off-campus, etc.)
- Search the NACELink Network tab by using a zip code (Clarion is 16214) and a mileage range.

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](http://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 available 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](http://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](http://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](http://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). Check out resume samples at [www.clarion.edu/resumes](http://www.clarion.edu/resumes) and then send it to [resumes@clarion.edu](mailto:resumes@clarion.edu) for a review by our staff. After your resume is reviewed, upload it into your Documents section on Career Connections.
- Make a good first impression - wear appropriate attire even when you are only seeking part-time employment.
- Visit <http://www.clarion.edu/careers> for more job search preparation tips.

**Still need help?** Visit us in 114 Egbert Hall, call 814-393-2323 or email [careers@clarion.edu](mailto:careers@clarion.edu).

**DISCLAIMER:** The Clarion University Career Development Center serves a clearinghouse of information regarding job and experiential learning opportunities. The listing of a position or search engine should not be interpreted as an endorsement. The Career Development Center 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.