

Finding a Part Time Job



Broad Art Museum

MSU CONCESSIONS

NOW HIRING FOR THE FALL!

EMPLOYMENT OPPORTUNITIES

MSU Concessions offers MSU students a wide variety of fun positions, flexible schedules and an exciting work environment.

Benefits include:

- Great pay
- Free meals during events
- Training and advancement opportunities
- Great location – work close to where you live!

Inquire about our internship credit opportunities!!!



ABOUT CONCESSIONS

Concessions specializes in providing food and beverage experiences at both athletic and entertainment events.



Contact Information

MSU Concessions
 517-353-2005
 Concessionscshr@rhs.msu.edu
 Monday-Friday 8:00am-5:00pm
<http://eatatstate.com/concessions/employment>

CareerNetwork.msu.edu *jobs+...*

Career Services Network

Home > [Jobs + Internships](#) > Part-Time Jobs

Part-Time Jobs

- [Finding a Part-time or Summer Job](#)
- [Work Study](#)
- [Working on Campus](#)

Part-Time + Summer Jobs


Need to earn money? Want to develop skills like communication, teamwork and time management? If you answered yes to any of these, you are in the right place! Whether you want to work on-campus or off, part-time jobs help build skills employers are looking for.

- At MSU more than 12,000 students work on-campus each year in over 240 departments.
- Working allows you to learn to use your time effectively, develop workplace skills, and gain experience.
- Studies indicate that students who work while in school do as well, or better academically, as students who do not work.
- Developing a work history will make you more attractive to employers after graduation!

I'd like help...

[Finding a part-time or summer job](#)

Check out the [Student Job & Internship Fair](#) (September 6, 2017)



STUDENT JOB INTERNSHIP & FAIR
Wednesday, September 6, 2017
2-6pm
Spartan Stadium Office Tower

JACKSON CareerNetwork.msu.edu

Student Jobs & Internships
Wednesday, September 6
from 2-6pm in the Spartan Stadium Office Tower

CareerNetwork.msu.edu *jobs+ ...*

Part-Time Jobs

Finding a Part-time or Summer Job

Work Study

Working on Campus

Home > [Jobs + Internships](#) > [Part-Time Jobs](#) > Working on Campus

Working on Campus

What kinds of jobs are there?

MSU hires approximately 17,000 students per year as cashiers, computer assistants, food-service workers, graphic artists, laboratory attendants, research aides, tutors, writers and general laborers to name just a few of the types of on-campus jobs. Some jobs require no previous experience and some require more specialized training. [MSU Departments that frequently hire students](#)

Am I eligible to work on campus?

If you are enrolled in a degree-granting program at MSU and registered for the semester in which you would be working, you are eligible to work on campus. You are NOT eligible if: you do not meet registration requirements; you have withdrawn from school, or have been academically dismissed or recessed; or you have graduated.

How do I find positions?

[Handshake](#) lists on- and off-campus job openings. The listing describes the duties of the job, hours, rate of pay, and the person to contact. Students are responsible for contacting the prospective employers about their job opportunities. If you have an interest in a department or employer that is not listed on Handshake, you are encouraged to go directly to the department or contact the employer and express your interest. Here's student employment info for [MSU departments that frequently hire students](#).

How do I apply for a position?

If you have found the position on Handshake, or department website, follow the employer's directions for applying. For off-campus positions,



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JACKSON CareerNetwork.msu.edu

I Need a Part-Time Job!
 cheat sheet



I need a part-time job!
 handshake
 What to look for

Student part time jobs @ MSU



1. Handshake job posts
2. Other MSU examples:
 - [Eat At State](#) (food)
 - [MSU Police](#)
 - [MSU Library](#)
 - [Wharton Center](#)
 - [MSU Green Line](#)
 - [IPF \(Facilities\)](#)
 - *And much more!*

CareerNetwork.msu.edu - Handshake

The screenshot displays the Michigan State University Career Services Network website. At the top left is the MSU logo and name. A search bar is located at the top right. Below the header is a navigation menu with categories: Home, Exploring Options, Resources + Tools, Jobs + Internships, and Services + Locations. A secondary navigation bar includes links for Alumni, Employers, and Faculty/Staff. The main content area features a large green banner with the text "Say Hello to handshake" and a yellow handshake icon. Below this, it states "Our New Career Management System replacing MySpartanCareer". A red circle highlights the "STUDENT LOGIN" button. To the right of the banner, the "handshake" logo is shown with the text "Replacing MySpartanCareer" and a description: "Your #1 resource for jobs, internships, events, workshops, career fairs and more!". Below this are buttons for "STUDENT LOGIN" and "EMPLOYER LOGIN". Further down, there is a section titled "GET SOME ADVICE" with a sub-header "MAKE AN APPOINTMENT". At the bottom left, there is a "CAREER TOOLS RESOURCE SEARCH" section with a "click me" button and a magnifying glass icon. The bottom right section is titled "CAREER EVENTS".

MICHIGAN STATE UNIVERSITY

Search...

Career Services Network

EXPLORING OPTIONS RESOURCES + TOOLS JOBS + INTERNSHIPS SERVICES + LOCATIONS

ALUMNI EMPLOYERS FACULTY/STAFF

Say Hello to **handshake**

Our New Career Management System replacing MySpartanCareer

STUDENT LOGIN

EMPLOYER LOGIN

handshake
Replacing MySpartanCareer

Your #1 resource for jobs, internships, events, workshops, career fairs and more!

GET SOME ADVICE

Career advising starts with Freshmen: We help all students prep and plan for life after college!

MAKE AN APPOINTMENT

CAREER EVENTS

CAREER TOOLS RESOURCE SEARCH

Personalize your search for career resources: Drop-down menus, staff picks & student reviews make it easy!

click me

Handshake - homepage

handshake

Search

For You

Jobs

Events

Career Center -

Spartan 78

Spartan Sparty

Profile Strength

+ Add More

Profile Visibility

Employers can't find your profile.

Make it visible to gain access to even more opportunities.

Make Profile Public

- No Favorite Collections
- 5 Favorite Jobs
- 4 Favorite Jobs Expiring This Week

Your Favorited Jobs

M

Banquet Server

Apply

MSU Kellogg Hotel & Conference...

Part-Time On Campus Student Emplo...

219 S Harrison Rd, East Lansing, MI 4...

Apply before 8/31

M

Catering/Banquet Server

Apply

MSU Kellogg Hotel & Conference...

Part-Time On Campus Student Emplo...

535 Chestnut Rd, East Lansing, MI 48...

Apply before 8/31

5 jobs

Upcoming Events at Michigan State

MSU Student Job and Internship Fair 2017, Business Analytics and Marketing Research Career Fair 2017 at MSU, MSU Finance Association Career Fair 2017, and 60 more...

17 career fairs, 50 events


Employers Active on Campus


Clean Water Action Michigan, Helping Hands Respite Care, MSU The Center for Spartan Engineering, and 31 more...

50 jobs

Set up your profile

handshake

For You Jobs Events Career Center -  Sparty -




Sparty Spartan ✎

Michigan State University


Freshman ✎
 Graduates May 2021
 GPA: 3.5

Education

 **Michigan State University** primary education
 Sep 2017 - May 2021
 Cumulative GPA: 3.5

Add School


Work Experience

 **Youth Counselor**
 North Street YMCA, City, MI
 May 2015 - Aug 2017 (2 years, 3 months)


✔ Your profile is public to employers

Congratulations - more than 125,000 employers can now find you and reach out about great jobs or internships.

[See Employer View](#)

 Make Profile Private

Profile Level: Final stretch 🏆



Level Up:

Upload your resume

Social Media Management ✕


Team building ✕ website management ✕

Word ✕

Add more skills Add

Documents

Resume

 Sparty Spartan Resume for Passport 2017.pdf Jun 30

Manage Documents



handshake Search

Documents

Resumes

Name

Sparty Spartan Resume for Passport 2017.pdf

Cover Letters

You don't currently have any cover letters uploaded. Why not [upload one?](#)

Transcripts

You don't currently have any transcripts uploaded. Why not [upload one?](#)

Other Documents

You don't currently have any other documents uploaded. Why not [upload one?](#)

Add New Document Add more resumes, cover letters, or transcripts

Class Schedule!

Handshake: Campus job search

The screenshot shows the Handshake job search interface. The top navigation bar includes "handshake", a search bar, and links for "For You", "Jobs", "Events", "Career Center", and "Sparty". The "Jobs" link is circled in red. Below this is a blue "Job Search" header with sub-links for "Job Search", "Applications", "Employers", and "On-Campus Interviews".


On the left side, there is a "Filters" section, also circled in red, which includes a "MSU" filter. A red arrow points from the "Jobs" link to the "Filters" section. Below the filters, there are sections for "Location" and "Categories".

The main content area shows "Showing 20 of 162 matching jobs", with "162" circled in red. The first job listing is "MSU Sailing Facility Staff" at the "MSU RecSports Sailing Center". It is a part-time job in Meridian charter Township, Michigan, with applications closing on Sunday, 9/10. The second job listing is "MSU Recycling Student Assistant" at "MSU Infrastructure Planning & Facilities", a part-time on-campus student employment position in East Lansing, Michigan, with applications closing on Thursday, 8/31. The "MSU Recycling Student Assistant" listing is circled in red.


At the bottom of the page, there are links for "View Details", "Favorite", and "Not Relevant" for each job listing.

Handshake: Applying for jobs

handshake Search For You Jobs Events Career Center Sparty



Infrastructure Planning and Facilities MICHIGAN STATE UNIVERSITY



MSU Recycling Student Assistant MSU Infrastructure Planning & Facilities

468 Green Way, East Lansing, MI 48824, USA
Architecture and Planning

Seasonal Part-Time On Campus Student Employment
250 - 1,000 employees

\$9.25 per hour
No on-campus interviews

Applications close on August 31st at 5:00 pm

Apply Now

Job Description

A light labor position processing recyclable material (plastic, paper and cardboard) from campus locations and the public recycling drop off. Occasional waste diversion projects to keep recyclable material from landfill. Must be able to occasionally lift 15-25 lbs., organized, dependable, self-reliant and hard working. Work 10-29 hours during the school year around class schedule. We operate Monday-Friday, 7:20am-3:50pm, no nights, no weekends. An interest in sustainability and recycling.

MSU Surplus and Recycling:

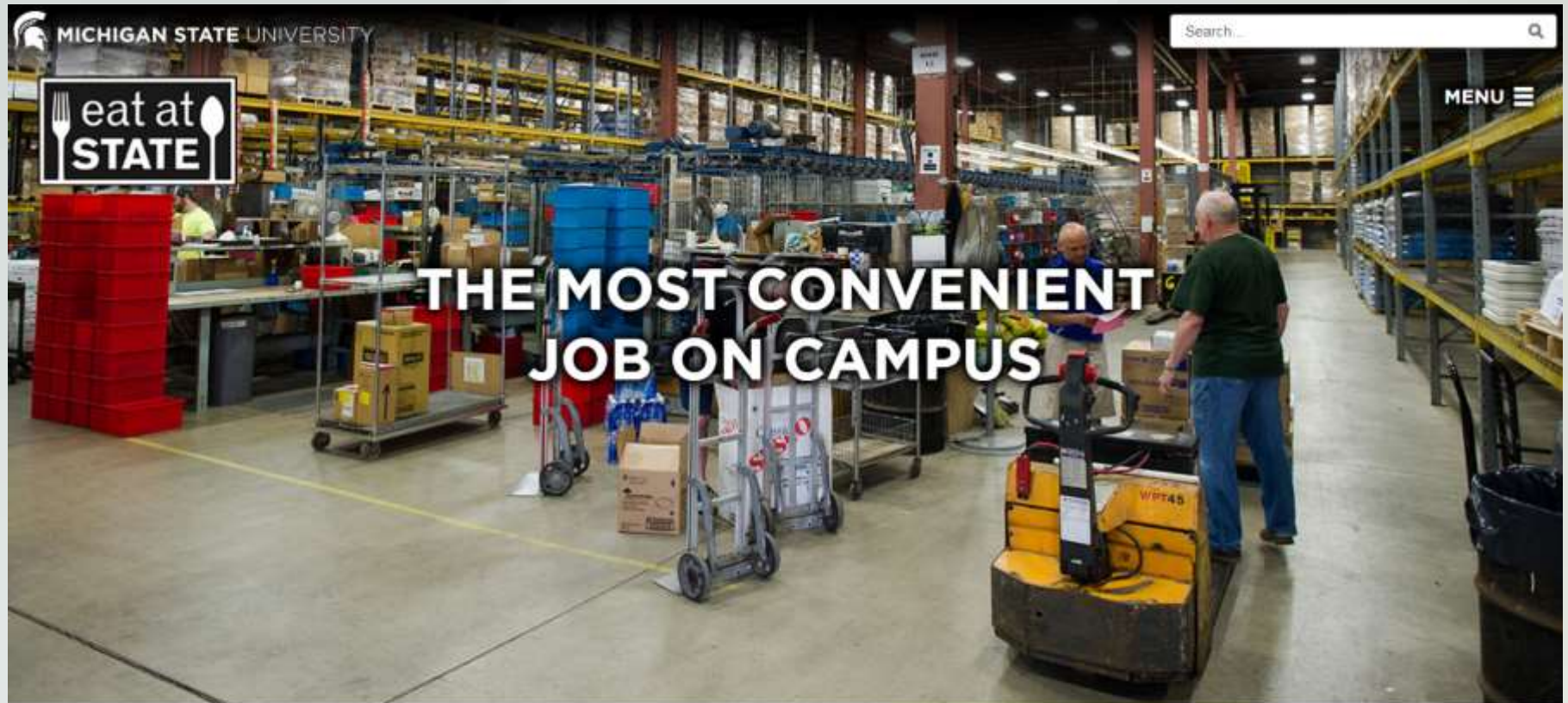
When Michigan State University goes green, it goes to the MSU Surplus Store and Recycling Center. Our goal is to keep the MSU community as green as possible by keeping our materials out of landfills – and we do that in a lot of ways.

Employer Preferences

You match all of MSU Infrastructure Planning & Facilities's preferences

- ✓ Majors
- ✓ GPA
- ✓ School Year

Employers that hire tons: [Example](#)



JOIN THE DINING SERVICES TEAM

At Culinary Services, the focus is on you. When you work with us, not only will you build valuable leadership, time management and multitasking skills, but you'll also be part of a team that likes to have fun. As a Culinary Services team member, you'll make personal connections in a supportive social environment that fosters the development of essential career skills whether you're a student seeking a part-time job or community member seeking full-time

Best student job for incoming Freshmen

Working in your dining hall

- ✓ Convenient
- ✓ Make more college friends
- ✓ Work well with student schedule
- ✓ Pay well
- ✓ “always” hiring



Paperwork prep for student jobs

- **Resume** - often serves as “application”
- **Class schedule** – availability is Top Priority
- **Social Security number** – must have!
- **Driver’s License or Passport**

17,000 students get an MSU paycheck!



- Handshake
- Search MSU.edu website and specific departments
- Talk to your friends, RA, staff and faculty
- Career Services
 - Website
 - Career Handbook
 - Career Advising
 - Drop in Hours

What did I forget? Questions?

Is anybody here on "Work Study?"



Work Study Myths



“I can study at work!”

“My pay goes directly toward my tuition bill”

“I get assigned a job at the Financial Aid (or Career Services) office”

“I think I’ll put it off until next year...”

What is “Work Study?”

- Financial Aid Award
- 1,500 undergrads
- Goal: Reduce student loans
- Student gets paycheck for the going rate (\$9.25+)
- Employer gets 50% back from Financial Aid office
- 98% MSU Departments
- Employer gets 50% reimbursement
- “Front of the Line” status with some employers

The screenshot shows the Michigan State University Office of Financial Aid website. The page is titled "Work-Study" and provides detailed information about the program. The navigation bar includes "The Process", "Types of Aid", "Costs", "References", "Special Info", and "Contact Us". A prominent banner reads "Have questions? Ask Sparty!".

Types of Aid

- Scholarships & Grants
- Loans
- **Work-Study**
- Education Savings Plans
- Education Tax Credits
- William Tuller Award
- Course Fee Waivers

Work-Study

Work-study is a federal program that reimburses employers for one-half of student earnings. Students qualify by filing the FAFSA (Free Application for Federal Student Aid) and demonstrating a high level of financial need. If you qualify for work-study, your financial aid award notice will list:

- **FED College Work Study**

Work-study is awarded to new students based on demonstrated financial need, and to continuing students based on their use of work-study during the prior year as well as continued demonstrated financial need. Students who do not work and earn at least \$1,000 of their award will not be offered the award in the following year.

What does work-study mean as part of my aid package?

It's just like getting any job, except that your employer is reimbursed for a part of your earnings.

The work-study award does not pay directly to your student account. You get paid through the employee payroll process as you work and earn throughout the year, which means you will not have any work-study funds available to you until after you have received a pay check. You may then use your earnings to pay for part of your MSU bill or for other school-related expenses.

How will I receive my award?

Once you have a job and begin working, you will receive a pay check every second week. Your earnings are **not** automatically applied to your bill as a credit. To use your earnings to pay for MSU expenses, you must make payments to the [Cashier's Office](#).

Who pays for me to work?

Federal work-study pays 50% of your gross earnings until you have exhausted your full work-study award.

Resources

- MSU Part-Time Jobs
A guide to finding a part-time job provided by MSU Career Services
- MSU Human Resources
General information about campus job descriptions, pay rates and policies for student employees

What else did I forget? Questions?

