Finding a Part Time Job

Broad Art Museum
CareerNetwork.msu.edu jobs+…
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 You are NOT eligible if: you do not meet registration requirements, you have withdrawn from school, or have been academically dismissed or recessed; or you have graduated.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,
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!
Handshake - homepage
Set up your profile
Upload your resume

Class Schedule!
Handshake: Campus job search

Filters
- MSU

Job Search
- MSU Sailing Facility Staff
- MSU Recycling Student Assistant
Handshake: Applying for jobs

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

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
What else did I forget? Questions?