



## Resources for Finding a Part-time Job

Part-time jobs are a great way to build skills that will help you when you apply for future internships and professional jobs. However, be sure to evaluate the hours you have available for a job so that you have time to devote to classes and extra-curricular activities. Many students find that campus jobs are the best way to have time for being student while also gaining skills and earning money.

### RESOURCES FOR FINDING A PART-TIME JOB

**Campus Jobs:** MGA Human Resources posts student assistant and federal work study jobs at

<https://www.mga.edu/human-resources/jobs/index.php>. Campus jobs start at \$9 per hour and range from 12 – 19 hours per week.

**Jobs with Aladdin Food Service On-Campus:** Aladdin posts their positions at <https://aladdinfood.com/careers/>. Look for positions located at our campus locations.

**Jobs with Barnes & Noble Bookstore On-Campus:** The bookstore posts their jobs at <https://careers-bncollege.icims.com/jobs/search?ss=1&hashed=-625949270>. Look for positions posted on our campus locations.

**Attend jobs fairs hosted by the CCLD:** We host a part-time job fair each August in Cochran and Macon with both campus and off campus employers. Each semester, we also host the All Industry Career Fair in Macon and the Aviation Career Fair in Eastman. Check Handshake at [mga.joinhandshake.com](https://mga.joinhandshake.com) for details.

**Check with Campus Offices:** Offices such as the library, athletics, recreation and wellness, the campus bookstore, campus police, student life, and housing may have multiple openings at various times. Academic departments hire student assistants as well so don't hesitate to ask your department about opportunities.

**Off-Campus Jobs:** The CCLD works with employers to post off-campus part-time jobs. Activate your Handshake account at [mga.joinhandshake.com](https://mga.joinhandshake.com) with your MGA email to learn about opportunities local, regional, and national employers post with our institution.

**Additional Job Search Resources:** LinkedIn, Indeed, and company websites of places you'd like to work.

### TIPS FOR LANDING A PART-TIME JOB

#### Have a good resume.

You can schedule an appointment with a career advisor at [mga.joinhandshake.com/appointments](https://mga.joinhandshake.com/appointments) for assistance. We also have samples on our website, [www.mga.edu/cclcd](https://www.mga.edu/cclcd) and in the resource library on Handshake.

#### Be professional when you visit campus offices or businesses to ask about employment. Follow these tips:

- Dress in business attire. No jeans, shorts, leggings, or athletic attire.
- Bring an updated resume that includes current college information so they know you attend MGA.
- Prepare an introduction. Sample: Hi, my name is \_\_\_\_\_. I am a student here at Middle Georgia State University. I am interested in applying for any part-time job opportunities you may have now or in the future."
- Make good eye contact, smile, and be polite. Eye contact shows that you are sincere and interested.
- Offer to leave your resume. Ask if you can follow-up with the manager.

#### Practice good interviewing skills.

If you get an interview, remember to dress in business attire (no jeans, leggings, or shorts) for the meeting. Be sure to read the job description ahead of time so that you know what skills and experiences they need and how yours fit. Maintain good eye contact, and speak clearly. Bring your class schedule with you so you can share your work availability.

**Prepare for common interview questions such as the following.** Tell me about yourself | What are your strengths? | Why are you interested in this job? | Why should we hire you? | Tell me about your past work experiences.

#### Do research about the position you will have and the work environment

Make sure you understand the job that you are applying for and if it's the right position for you

**For more assistance with your search process, make an appointment with a Career Advisor**

<https://mga.joinhandshake.com/appointments>