

Connecting Your On-Campus Student Employment to Your Post-Graduate Opportunities

Working on campus will provide you with skills and knowledge that will be applicable to your life after Ursinus! Here are some tips on how you can translate the skills and knowledge you gain from working on campus to post-graduate life.

Look at the job description

If you are thinking about working on campus, log into Handshake and take a look at the job descriptions of the positions that seem interesting to you. Ask yourself: Will this job be something I enjoy? What skills will this job teach me that will be valuable in my future? How can I talk about this in an interview?

Gold Ambassador, Public Safety Dispatcher, Event Technician, Digital Curation Specialist, Social Media and Communications Assistant, Lifeguard, Athletics Videographer, Campus Safety Dispatcher, Student Assistant, House/Box Office Manager, Jazzman's Worker, Grill 155 Worker, Key Room Manager, Human Resources Student Associate, Phonathon Caller, Student Assistant in Alumni Relations, and so many more!

Examples of on campus jobs

Resume Language from your on campus job	
Managed	Scheduled
Demonstrated	Enabled
Mentored	Arranged
Facilitated	Compiled
Organized	Guided
Trained	Produced
Counseled	Established
Budgeted	Identified
Coordinated	Oversaw

BE PREPARED

If you want to work on campus you will need the following documents:

1. Complete Student Employment Contract
2. Complete W-4 Form
3. Complete I-9 form
4. Complete Residency Certification Form
5. Complete the Direct Deposit Authorization form
6. Original identification for I-9 form

Example: Social Media Manager, Ursinus College May 2018- May 2020

- Created content on social media to boost followers and increase engagement
- Scheduled social media for 50+ campus events
- Increased amount of followers by 80% over two years