

PART-TIME JOB SEARCH TIPS

Balancing academics and work is both challenging and rewarding. Plus, time management and organization are great skills to include on your resume! While it is ideal to meet the goals of making money and working in your career area of interest, it is also important to search for opportunities where you can develop transferrable skills and build professionalism.

ONE: CREATE A PLAN

- Where are you applying?
- What skills are they searching for?
- How much time will you dedicate each day/week?
- Think: Where can I search beyond the job posting sites and how can I be creative with my search?

TWO: USE EFFECTIVE TECHNIQUES

- Connect with us for a resume critique to ensure you are showcasing your skills and experience in a way that will appeal to your audience. Book on > Student Success Centre > Appointments > Careers or attend our [virtual career drop-ins](#).
- Attend webinar sessions to learn more tips and have your questions answered! Topics include: Resume, LinkedIn, Networking, Interview and Job Search. Register on [OSCARplus](#) > Student Success Centre > Events.
- Talk to people. You never know who can lead you to your next opportunity. Letting your friends, family, professors, TAs, peers, etc. know what you are seeking may lead you to ideas and referrals.

THREE: USE MANY METHODS

- Check job posting sites, but don't stop there!
- Research company websites for postings but also to do your research and tailor your application before you apply.
- Use social media platforms to connect with organizations, people and opportunities.
- LinkedIn can be a powerful professional tool — search McMaster University and click on alumni profiles to find out where they work and what they do.
- Check the [Alumni and Partner Advisor Network](#) to connect with the other “worldwide web” — people!

FINAL TIPS

- Cast your job search net as widely as possible. Don't just apply to your ideal job and hope you get it. Have a back-up plan.
- **Apply, apply, apply!** It can take upwards of 50 applications to secure one interview!
- Remember — you can build skills, experience and professional networks in any job. It is what you make of your experience, not what your experience makes you.



WHERE TO SEARCH — ON CAMPUS

WORK-STUDY PROGRAM

On-campus opportunities for currently registered students who demonstrate financial need.

- Part-time jobs are posted in early August and sporadically throughout the school year; summer jobs are posting in early March.
- Check mosaic.mcmaster.ca.

MCMASTER STUDENT UNION

- Paid and volunteer positions can be found on the MSU website
- Check msumcmaster.ca/jobs.

DAVID BRALEY ATHLETIC CENTRE **

- Typically, opportunities at the service desk, business office, the Pulse, strength and conditioning, and intramurals.
- Check rec.mcmaster.ca/job-opportunities.

MCMASTER HOSPITALITY **

- Typically, opportunities to work at food service stations and catering services.
- Check hospitality.mcmaster.ca.

**EXCEPTION 2020/2021 ACADEMIC YEAR

WHERE TO SEARCH — IN COMMUNITY

OSCARPLUS AND OTHER JOB POSTING SITES

- Check OSCARplus job postings regularly as opportunities local, national and internationally are posted daily. [OSCARplus](#) > Student Success Centre > Employment > Job Postings.
- indeed.ca
- jobbank.gc.ca/youth
- charityvillage.com

VIRTUAL/REMOTE WORK

There are job posting sites dedicated to virtual work opportunities:

- flexjobs.com
- remote.co
- weworkremotely.com
- You can also filter by “remote” on typical job sites such as indeed.ca.

HAMILTON COMMUNITY*

- Retail positions — check stores at Westdale, Dundurn Plaza, University Plaza, Jackson Square, Ancaster Meadowlands, Limeridge Mall, etc.
- Be sure to check company websites for job postings (especially department stores or chains).
- *If you are not currently in Hamilton, consider similar options in your area.

