

## **WHAT YOU NEED TO KNOW ABOUT PART-TIME AND ON CAMPUS EMPLOYMENT**

Some students choose to work throughout seminary, including on campus, in churches, non-profits, coffee shops, or as dog walkers and nannies. It's up to you to decide what's right for you and to find the right position – and we want to support you as you do.

Here is what you need to know about finding part-time work:

### **On Campus Positions – visible on Handshake**

- All on campus positions at Emory and at Candler will be posted on Emory's main job board for students, [Handshake](#). Positions are posted and become viewable to incoming students sometime in mid-August, and they are visible to current students as they arise all year long.
- If you were awarded federal work study with your financial aid award package (which will be visible in OPUS), you will be able to log into [Handshake](#) and see federal work study positions as well.
- In Handshake, try the "on-campus" filter to see jobs that are available throughout Emory University, including jobs at Candler, and check out their [2 minute tips on using the Handshake platform](#).

### **Off Campus Jobs – available where jobs are found**

- If working off campus is more your speed, [Handshake](#) is still a great place to start. Employers post all kinds of positions for the entire Emory community there, and you can try the industry filter "religious work," or you can try your own keywords.
- We also collect the job postings that are sent to Candler and we post these for you on Handshake. To find these positions, just login and do a keyword search for "Candler."
- Another one of our favorite resources is the [Candler Job Posting Site List](#), which categorizes and lists posting sites for all kinds of vocational interests, including church ministries and part-time, remote, and flexible jobs.

## **TIPS FOR ENHANCING YOUR PART-TIME JOB SEARCH**

On campus positions can become more difficult to obtain once the semester starts. If you are struggling with your search, here are a few suggestions:

- Be clear about your goals and priorities. As you plan your search, consider:
  - Proximity to campus – how will you get there?
  - Flexibility – what will your school schedule allow?

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- Funding – How much do you need to be paid?
- Purpose – Is this just about funds or do you also want to gain experience to support your vocational goals? Might it be better to work on campus to integrate or do you need to be off campus to extricate a little from the community?
- What else? How do you prioritize the above?
- If there is a professor or a department that you'd be interested in working with at Candler or at Emory, you can reach out to faculty or staff to inquire about openings, especially those with whom you already have a relationship. The goal is simply to do it respectfully and with grace.
- Tell the people in your life what you're looking for and ask for their support. Include your friends at Candler and those you know from church. Ask if they could keep you in mind for:
  - Postings – to share part-time job opportunities they know of or see
  - People – to introduce you if they know anyone who works in your area(s) of interest at Emory or in Atlanta
  - Places – to let you know of any awesome organizations or departments that you should be considering
  - Prayers – and to support you spiritually!
- Consider posting your requests on social media – we've seen this work wonders!
- Here are three more resources that might work for you:
  - Check out the [Emory University job board](#) for the public. It lists all the jobs posted at Emory, including part-time jobs, coordinator, and research assistant positions. Although these jobs are not targeted to students like those on Handshake, many students hold these positions around campus.
  - Don't forget that you have access to tons of resources to help you with your resume, cover letter, and other job searching tips. Check them out on the [Candler Chronicle](#) or on Canvas!
  - Remember that you get one official appointment with the Director each semester. Feel free to [book your appointment](#) and use it to discuss your part-time job search any time. (You can also visit [Office Hours](#))!

## **CONTACTS:**

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