



# TIGER RECRUITING LINK

your LINK to jobs, interviews and employers

## PART-TIME STUDENT EMPLOYMENT

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### 1. TYPES OF STUDENT EMPLOYMENT

- **University Departmental** jobs are part-time positions on Auburn's campus working for Auburn University.
- **Part-time Off-Campus** jobs are part-time positions in the Auburn-Opelika area
- **Part-time Off-Campus (Seasonal and Temporary)** jobs are part-time positions that may be in the Auburn-Opelika area or in the surrounding region. These positions are not long-term and may include summer part-time jobs.

### 2. STARTING THE SEARCH

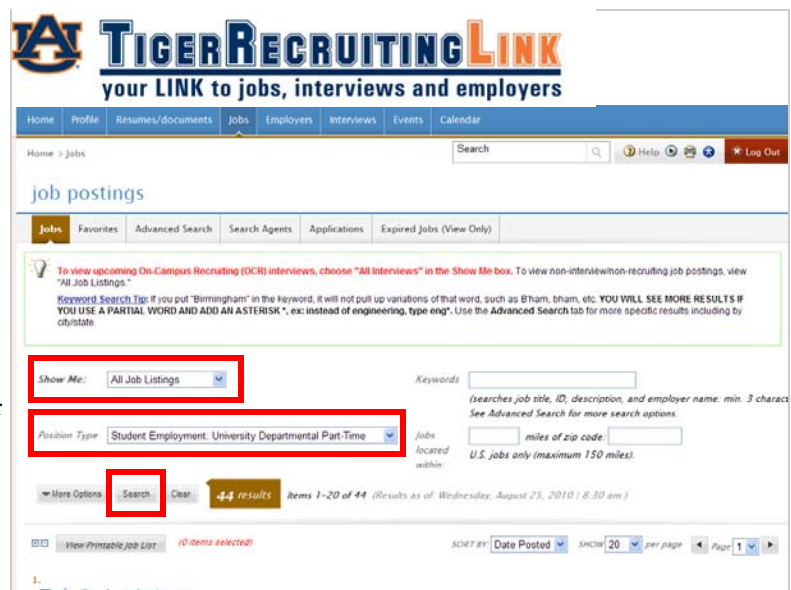
- Go to [jobs.auburn.edu](http://jobs.auburn.edu) (or bookmark <https://auburn-csm.symplicity.com/students>) and log-in to your account.
- Click on the **Jobs** tab and select **Auburn: Jobs/Interviews** to search for Part-time Non-OCR jobs posted directly to Auburn's site.
- In the **Show Me** dropdown menu, select **"All Job Listings"**
- In the **Position Type** dropdown menu, select the type of part-time job you are looking for and click **Search**
- Your search results will appear below the search criteria box.
- **Keywords** allows you to search for a certain job title, employer, or job posting ID number
- **Note:** Before applying to a job, you will need to upload your resume to the system. Your resume will be reviewed to ensure that it meets the **TRL Minimum Requirements**. A sample resume can be viewed at [www.jobs.auburn.edu](http://www.jobs.auburn.edu).

### 3. SE: UNIVERSITY DEPARTMENTAL

- Jobs for enrolled students working for an office or department on Auburn's campus
- Currently enrolled **undergraduate students** are eligible to work up to 30 hours per week. **International Students** may work up to 20 hours.
- Click on a position you are interested in and apply following the directions listed on the right side of the screen.

### 4. SE: OFF-CAMPUS PART-TIME

- Jobs for students working for local businesses or residents
- There is **not a limit** on the number of hours students can work off-campus. We recommend that currently enrolled students work no more than 20 hours per week.
- Click on a position you are interested in and apply following the directions listed on the right side of the screen.



## 5. SE: OFF-CAMPUS PART-TIME (SEASONAL & TEMPORARY)

- Jobs for students working for local businesses or residents as well as regional jobs that are not long term and may span winter holidays or summer break.
- There is **not a limit** on the number of hours students can work off-campus. We recommend that currently enrolled students work no more than 20 hours per week. Students may wish to pick up more hours during summer or winter holidays when they are not in school.
- Click on a position you are interested in and apply following the directions listed on the right side of the screen.

## 6. GENERAL TIPS

- When looking for part-time employment check TRL often as new jobs may be posted daily.
- Read the description, desired majors, and compensation details and determine if the job meets your skills, interests, and qualifications.
- To find details for applying click **Apply**. Also note the “**Applications Accepted Until**” date.
- Follow all directions for applying for each position to ensure that you are meeting the employer’s requests.
- Remember:** You must **apply/submit** your resume to each job that you are interested in.
- You may also visit departments on-campus or local businesses personally to inquire about job openings as not all employers use TRL to post their jobs.
- If you would like **assistance with your resume**, please take advantage of Career Development Services’ free resume review services for all students and the Office of Professional and Career Development’s free resume review services for all College of Business students.
  - Career Development Services:** Email your resume to [eresume@auburn.edu](mailto:eresume@auburn.edu) and receive feedback within 48 hours; Come to **303 Mary Martin Hall** during walk-in hours (Monday-Friday 12-4); Drop-off your resume in 303 Mary Martin Hall and pick up in 48 hours.
  - (College of Business Students) Office of Professional and Career Development:** Email your resume to [opcd@auburn.edu](mailto:opcd@auburn.edu) and receive feedback ; Come to **101 Lowder Business Building** during resource hours (Monday-Thursday 10-4)
- International Students** **MUST** go to the Office of International Education before beginning work on-campus.



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