




1. Types of Student Employment
2. Starting the Search
3. SE: University Departmental

- **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.

- Go to **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**.

- 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.

- Jobs for students working for local businesses or residents
- There is **not a limit** on the number of hours students can work off-campus. The Auburn University Career Center recommends 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.



TIGER RECRUITING LINK


your LINK to jobs, interviews and employers

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To view upcoming On-Campus Recruiting (OCR) interviews, choose "All Interviews" in the Show Me box. To view non-interview/non-recruiting job postings, view "All Job Listings."

Keyword Search Tip: If you put "Birmingham" in the keyword, it will not pull up variations of that word, such as Bham, bham, etc. **YOU WILL SEE MORE RESULTS IF YOU USE A PARTIAL WORD AND ADD AN ASTERISK *, ex: instead of engineering, type eng*.** Use the Advanced Search tab for more specific results including by city/state.

Show Me:

All Job Listings

Keywords

(searches job title, ID, description, and employer name: min. 3 characters)
See Advanced Search for more search options.

Position Type

Student Employment: University Departmental Part-Time

Jobs located within:

miles of zip code:
U.S. jobs only (maximum 150 miles).

More Options

Search

Clear

44 results
Items 1-20 of 44 (Results as of: Wednesday, August 25, 2010 | 8:30 am)

[View Printable Job List](#)
(0 items selected)

Sort By:
Date Posted
SHOW 20 per page
Page 1

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. The Auburn University Career Center recommends 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 the Career Center’s 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.
- Auburn University Career Center:**
Email your resume to 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 and receive feedback; Visit **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.

This screenshot shows the job listing for a 'Student Assistant' position at the College of Human Sciences. The job was posted on August 25, 2010, and is for a part-time position (10-12 hours per week). The compensation is \$7.50 per hour paid biweekly. The description states that the student will be needed for a busy office, with duties including running errands, checking equipment, organizing supplies, creating materials, and filing. The location is Auburn University, Alabama, United States. The position type is 'Student Employment: University Departmental Part-Time'. The desired major is 'College of Human Sciences'. The 'Apply' button is highlighted with a red box. The 'IMPORTANT DATES' section shows the application deadline as August 26, 2010. A note states that this is not an on-campus recruiting job and will not be interviewed for on campus.

This screenshot shows the application form for the 'Student Assistant' position. The form includes fields for 'RESUME' and 'COVER LETTER'. The 'RESUME' field is highlighted with a red box, and the 'Submit' button is also highlighted with a red box. The form includes instructions for candidates to submit a cover letter outlining previous relevant work experience and a proposed work schedule for 10-12 hours per week between 7:45 and 4:45, Monday through Friday. The 'Submit' button is located at the bottom of the form.



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