

## **ON CAMPUS EMPLOYMENT OPPORTUNITIES FOR UD STUDENTS**

The Career Services Center provides support to students seeking part-time and summer employment opportunities. Many employment opportunities are located on-campus, in the local community, or throughout the mid-Atlantic region. Many of these are available through a database called Blue Hen Jobs. All students are automatically registered in this database and can access it from [www.udel.edu/CSC](http://www.udel.edu/CSC).

For students seeking opportunities on-campus, many offices hire students for a wide variety of tasks. These positions are open to all students. This list is not intended to be a complete listing of on-campus employment, but rather includes the larger employers of students. Additional on-campus jobs are listed through Blue Hen Jobs.

### **DINING SERVICES EMPLOYMENT**

Registered students are eligible to work for Aramark, the organization that provides Food Service on campus. Available positions include: Food Service Aides, Game Room Attendants, Waitpersons, Relief Drivers and Student Managers. A total of 400 students are hired each year. If you are interested in applying for a position during the school year, you must go to the Dining Services website which is: <http://www.udel.edu/dining/jobs/> to apply.

### **RESIDENCE LIFE**

Residence Life employs a number of students for openings as Resident Assistants and Security Monitors in the residence halls. Most position start at the beginning of each academic year with other openings occurring at mid-year. The application and interview process for Resident Halls occurs the semester before vacancies are available. For example, the applications and interviewing for fall took place last February and March. Visit [http://www.udel.edu/reslife/candidates/ra\\_welcome.html](http://www.udel.edu/reslife/candidates/ra_welcome.html) to obtain additional information. Applications are available at publicized times and may be obtained in the office Residence Life at 5 Courtney Street, 831-1201.

### **PUBLIC SAFETY STUDENT WORKERS**

The Department of Public Safety, located at 413 Academy Street, hires students to work in their department. Approximately 40 students are employed as Student Aides. These students work approximately 12 hours/week; primarily evenings and weekends. The students work in safety and crime prevention and wear a uniform when on duty. Applications are accepted for Student Aides in the spring and early summer for the following academic year. If you are interested in applying, log on to: <http://www.udel.edu/PublicSafety/ptapp.htm>. Contact Public Safety at 831-2222 with questions

### **CARPENTER SPORTS COMPLEX**

Carpenter Sports Complex has a variety of needs for students. Some openings in which students may be interested include: I.D. Checkers, Equipment Cage Attendants, Lifeguards, (Certified with Water Safety Instruction) and intramural Officials. Go to [http://www.udel.edu/BCC/emp\\_application.pdf](http://www.udel.edu/BCC/emp_application.pdf) and complete the application form.

The Athletic Department hires most of their employees at the beginning of each semester. If you are interested, you may want to investigate possible openings the semester prior to when you are seeking work. A background or major in physical education is helpful for these jobs. They can be contacted at 831-8600.

### **JOHN CLAYTON HALL CONFERENCES AND SPECIAL EVENTS**

There are two types of employment available through the Clayton Hall Conference Center, 831-2214. Students are hired through the Conference Center and the Catering Department.

The Conference Center hires about 6-8 students to assist in setting up rooms and doing miscellaneous work in preparation for conference. Most hiring for these positions is done at the beginning of the school year or between academic semesters. Work is generally from 6:00 – 9:30 a.m. and 4:00 – 10:00 p.m. and most students work approximately 15 hours a week. The food service available for special events and conferences at Pencader is provided through the Catering Department, which is located in room 104 Pencader Dining Hall, 831-2891. They hire 30-40 students to work at special events. Information for employment at the Marriott Courtyard may be obtained at: <http://www.udel.edu/hotel/Employment.html>

### **ADMISSIONS OFFICE**

This office hires students for clerical positions, tour guides and the new Student Orientation program. In order to be considered for the latter two slots, you must be at least a second semester freshman. Watch UDaily, and The Review (the student newspaper) for details or come to the Admissions Office located at 210 South College Avenue (302-831-8123), to find out more about the application process. Visit <http://admissions.udel.edu/studentemployment> for more information.

### **MORRIS LIBRARY**

Students are hired to fill positions in special collections, circulation, stacking, media or other areas of the library. <http://www2.lib.udel.edu/personnel/employment/student/empapp.htm>

### **MICROCOMPUTING/CNS**

Students with computer skills who are interested in consulting should go to [www.udel.edu/sites](http://www.udel.edu/sites) and fill out the Student Employment form. Smith Hall – 831-1152

**Remember that other university departments may have opportunities for employment. Check with each one for employment prospects. You may also check the Career Services link on the web for on-campus job listings at [www.udel.edu/csc/students.html](http://www.udel.edu/csc/students.html)**

### **COLLEGE WORK-STUDY PROGRAM:**

Many departments and offices on campus hire students who are qualified for financial aid through the work-study program, a federally funded program. Qualification for a position with work-study is dependent on financial need. To find out if you are eligible for a work-study position, you must submit the proper forms, which are reviewed to determine financial need. For more information, you will want to contact the **Work-Study Office located in the Student Services building** (30 Lovett Avenue). The contact person is Toni Greene ([tgreene@udel.edu](mailto:tgreene@udel.edu)). Starting in August, work-study job opportunities will be listed in notebooks.