

Part-time job search on/near campus

(Bring your résumé to Career Development; a Peer Career Advisor will review it!)

ON campus	IF YOU HAVE WORK STUDY (see the list of offices below, too!)	
	<p>Check open Work Study positions on the Financial Aid website: www.capital.edu/work-study-jobs</p> <p>Positions are Level 1, 2, and 3 <i>(You're qualified for more in Level 1, but look carefully at positions in the other levels)</i></p>	
	WHAT IF YOU DON'T HAVE WORK STUDY? (These are okay for work study too!)	
	Who?	Where To Go?
	Admission Office	Main desk
	Bookstore	1 st Floor of the Student Union
	Capital Fund	Yochum Hall lower level main desk
	Conference Services	108 Trinity Seminary
	Inform. Technology (customer service)	1 st Floor of the Library
	Library	1 st Floor of the Library
	Public Safety	Corner of Mound & College Ave
	Facilities-Grounds	Facilities Management (near Admission)
Athletics-Intramurals	Email: drudegear@capital.edu	
NEAR campus	HANDSHAKE (also used for internships & full-time jobs)	
	<p>Use the Handshake app on your iPad Select "Email" registration; your passcode will be emailed to you.</p> <p>AT THE BOTTOM OF SCREEN, GO TO: Jobs, then click "Part-Time Job" at the top FILTER THROUGH "LOCATION": Enter "Columbus, OH" and click "10 miles" under Distance to get local jobs</p>	
	MAIN STREET JOBS (across the street from Capital)	
	<p>Get the list of Main Street employers who are interested in hiring Capital students!</p> <p>GO TO: www.capital.edu/CareerDevelopment CHOOSE FROM THE LEFT SIDE: Jobs & Internships CLICK THE LINK: Part-time jobs with Main Street employers</p>	

Career Development
Blackmore Library, Second Floor
www.capital.edu/CareerDevelopment
CareerDevelopment@capital.edu
 614-236-6606