

On-Campus Job Opportunities

2010 / 2011



QUESTION: “I need a job on-campus. Where do I go?”

ANSWER: Most on-campus jobs within Sheridan are posted on jobs.sheridan.

To access [job.Sheridan](http://jobs.sheridan), visit the **Career Centre website**.

On-campus jobs include:

- The Cafeteria
- Tim Horton's (note: look for signs posted on campus!)
- Second Cup (Trafalgar campus)
- Starbuck's (Trafalgar campus)
- STARS Office
- Sheridan's Student Union Office (note: they post their positions on their own site)
- The Bookstore
- The Library
- Inplex/Grenville
- Athletic Centre
- Facilities Department (seasonal)

If you don't see these opportunities posted on [jobs.Sheridan](http://jobs.sheridan), visit the Career Centre and meet with the Employment Advisor to discuss the best approach for submitting your resume for consideration to each one of these employers.

If you have successfully completed your first year of studies, you may want to explore employment as a Peer Mentor and/or Peer Tutor. Please visit the Career Centre website for more information regarding these two opportunities.

Work Study Program:

The Financial Aid & Awards Office administers the Sheridan Work Study and the Ontario Work Study Assistance programs. The programs provide students with on-campus paid employment opportunities while they are registered as full-time Sheridan students. To be considered full-time, students must be registered in at least 60% of a full course load (40% for students with a documented permanent disability).

Each Work Study program available for students and employers to consider has its own unique set of eligibility criteria.

To learn more about these opportunities, please visit your campus's Financial Aid and Awards Office or phone 905-845-9430, ext 2444 or send an e-mail to student_awards@sheridanc.on.ca (Note: application due dates are as follows: Fall 2010-Oct 29/2010; Winter 2011-March 4, 2011; Spring/Summer 2011-Thurs June 2011)

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Sheridan Institute of Technology and Advanced Learning

<http://careercentre.sheridaninstitute.ca>

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Career Counselling · Educational Planning · Tutoring · Job Postings · Employment Advising · Career Events

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QUESTION: “I need to find a job *now*. Where can I go to find out who’s currently hiring?”

ANSWER: There are several resources you can use to find this information.

- Job Boards include, but are not limited to:
 - Jobs.sheridan
 - Job Bank
 - Monster
 - Workopolis
 - Career Builder

- Search Engines such as Eluta.ca and Wowjobs.ca

Type in the job title and the city/location, these search engines will create a list of job postings that fit your description from non-password protected web sites.

- Research Employers in the area

If you are looking for a part-time job, research employers located close to campus as well as close to your place of residence (you don’t want to travel far to get to a part-time job). From your research, create a list of potential employers and then create a well-tailored resume for each employer. *Yes, it’s a lot of work, but it’ll be worth the effort!*

- Sheridan’s Career Centre Website

Don’t forget to regularly check Sheridan’s Career Centre website and pay particular attention to our News & Events section to learn about upcoming job fairs (both on and off campus). You will also find on this webpage the list of employers scheduled to be on campus.

Sheridan’s Employment Advisors can assist you with preparing your resume and cover letter, creating an effective job search strategy, and offer you job interview tips.

Check the Career Centre website for the Employment Advisor’s drop-in hours, no appointment necessary during scheduled drop-in times.

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