

I need a part-time job!



Your Career Services Network is here to help!

Start here: 113 Student Services Building

Website: CareerNetwork.msu.edu

Call us: 517-355-9510

Email us: CareerServices@csp.msu.edu

Job posting site: CareerNetwork.msu.edu [MySpartanCareer](#)

Quick start guide for finding student employment (including Work Study jobs)

1. **Get your resume together.** It's easy to get started. Check out the sample resume in this handout. You can also visit careernetwork.msu.edu for resume more resources and tips. You'll need your resume to apply for jobs on the MySpartanCareer, a job posting system for MSU students!
2. **Complete your MySpartanCareer** profile information at the CareerNetwork.msu.edu website
 - a. Click the MySpartanCareer "Student Login" button and log in with your MSU netID and password.
 - b. Fill in your profile information (*use your high school GPA to start*) and upload your resume
 - c. You're now ready to search for student jobs and internships!
3. **Search for jobs in MySpartanCareer** at the CareerNetwork.msu.edu website
 - Log in to MySpartanCareer and click on the "Jobs – View Postings" tab at the top
 - ★ • **Search the keyword "MSU" to find on-campus jobs** (and *no other search filters!*)
 - All MSU jobs are eligible for "Work Study," but jobs listed with Position Type "Work Study" will only be available to students with Work Study included in their Financial Aid Package.
 - Use the zip code radius search to find part-time jobs off campus in the 48824 area.
4. **Follow the application instructions** provided by the employer for the job(s) that interest you. Most will ask you to submit your resume, either in MySpartanCareer or via email, while others may direct you to their website to complete an online application.

When will I see more jobs?

Job postings are added daily, even hourly as we get closer to the start of fall semester. A large number of part-time positions are usually posted between August 1 and September 30.

What's the deal with Work Study?

Work Study is a form of Financial Aid. You're eligible only if it's listed in your Financial Aid Package.

Get email updates with saved job searches in MySpartanCareer!

You can have your MySpartanCareer account send you an email when new jobs are posted that meet your specific job search criteria – email updates can be sent as often as every day!

To **set up a Saved Search**, click on the Jobs/View Jobs tab and then search for jobs using the Search box or list of search filters in the Advanced Search link. **Example: Search for MSU Jobs** by typing "MSU" in the search box. Save this MSU job search by clicking the "Saved Searches" link, naming the search "MSU Jobs," selecting the email update frequency and clicking the Save button. *Start checking your MSU email for new job postings!*



Direct links to MSU departments hiring large numbers of students

MSU averages more than 17,000 students on its payroll each school year. While hiring departments use the MySpartanCareer job posting system, some hire so many students that they have online job info and applications.

MSU Residential & Hospitality Services – *largest student employer, hiring 6,000+ students!*
jobs.rhs.msu.edu

MSU Dining Halls, Sparty's cafes, Union restaurants, food trucks, etc.
eatatstate.com/employment (*employment application and manager contact information*)

MSU Spartan Signature Catering
catering.msu.edu/contact

MSU Residence Education & Housing Services (*various work in on-campus residence halls*)
liveon.msu.edu/employment

MSU Kellogg Hotel and Conference Center (*part time front office and food service positions*)
www.kelloggcenter.com/content/east-lansing-jobs-east-lansing-job-listings-kellogg-hotel

MSU Police (*special events and parking services*)
www.police.msu.edu/studentjobs.asp

MSU Telemarketing (*student fundraising team*)
www.tmjobs.msu.edu/employ_opp.html

MSU Libraries
www.lib.msu.edu/general/employment.jsp

MSU Wharton Center (*box office and ushers*)
whartoncenter.com/about/employment.aspx

MSU Breslin Center (*student job info -- they often post job openings at MySpartanCareer*)
<http://www.breslincenter.com/studentemployment>

MSU Broad Art Museum (*student Gallery Guides and Internships*)
broadmuseum.msu.edu/about/careers
broadmuseum.msu.edu/about/internship-opportunities

MSU Infrastructure & Facilities Planning (*landscaping, campus sustainability, custodial, etc.*)
ipf.msu.edu/about/contact/employment/index.html

MSU Surplus Store & Recycling Center (*online application for student employment*)
www.msusurplusstore.com/servlet/Page?template=application

MSU Undergraduate Research (*information and resources related to research opportunities*)
venture.msu.edu/

MSU Spartan Innovations (*entrepreneurial resources and support for students*)
www.idea hatch.org

