

Part-Time Employment & Related Activities in Oswego Area

Finding a job while attending SUNY Oswego means beginning early and contacting campus offices and/or local businesses and organizations. Students not returning to previous jobs should begin looking immediately upon arrival on campus or during the late summer. With so many new part-time job hunters in the market, competition can be intense. Develop a resume (Career Services can help) and prepare a sample job application (http://www.quintcareers.com/employment_application.pdf) to make applying easier. Consider applying for positions on and off-campus.

This guide will assist you in locating employment with organizations that offer paid part-time positions. Some agencies may also hire full-time for the summer. Additional information regarding summer employment is included at the end of this handout. You might also consider paid and unpaid internships for academic credit as well as volunteering for community service positions.



Jobs On Campus

On campus positions are either Work Study or Temporary Service (Temp Service). Temp Service jobs are available in many campus departments and hiring takes place through those departments directly, thus you may inquire directly with the staff of that department.

Work Study positions are awarded to students who demonstrate financial need and work assignments are coordinated through the Financial Aid Office Student Employment, Culkin Hall, Room 206, 315-312-2248 (www.oswego.edu/Financial/employment.htm).

The Financial Aid Office maintains a clearinghouse of part-time jobs on and off-campus. These positions are searchable on the Financial Aid website at (<http://www.oswego.edu/Financial/employment.htm>). Financial Aids/Student Employment Information Sessions are held each semester. Contact the Office for specific dates.

Campus Employers

- ◆ Auxiliary Services, 506 Culkin Hall, (<http://www.oswego.edu/%7Eauxserv/>). The largest employer of SUNY Oswego students. Positions in all areas of retail and food services. Applications may be picked up at their offices in Culkin 506, or download the application at: (www.oswego.edu/%7Eauxserv/pdf/student.pdf).
- ◆ Residence Life and Housing, 306 Culkin Hall. Resident Assistant positions, desk attendants and other service personnel
- ◆ Penfield Library. The Library generally has about 20 temp service positions each year. Inquire at the circulation desk.
- ◆ Instructional Technologies, Snygg Hall (3055) hires and trains lab assistants and student operators.
- ◆ Department of Campus Life, Hewitt Union. Offers positions as house crew and student managers.
- ◆ Intramurals and Recreation, Lee Hall. (<http://www.oswego.edu/campuslife/operations.html>). Positions as lifeguards, sports officials, finance assistant, swim instructors, and student supervisors:
- ◆ Lab Assistant positions in the Arts and Sciences. Contact department chairs or department secretaries of the respective departments.
- ◆ Student Association (Hewitt Union) has some paid positions.
- ◆ Tutors in OLS. Contact Office of Learning Services (OLS), 200 Swetman Hall.
- ◆ Fitness Centers. Contact Cooper or Glimmerglass Fitness Center staff.
- ◆ Oswego State Telefund, University Development, 2 Poucher Hall, 312-3069.

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Off Campus Jobs: Oswego City and surrounding area

- ✦ Individual employers and local businesses. Resources include local phone directory, Info/USA (at Career Services)
- ✦ Newspaper Classifieds:
 - The Palladium Times (<http://www.pall-times.com/>) Oswego's daily newspaper
 - The Oswego Shopper (<http://members.aol.com/ocweeklies/oswegoshopper.html>)
- ✦ Chamber of Commerce (<http://www.oswego-chamber.com/index.htm?noad>) 343-7681. Listing of local potential employers.
- ✦ New York State Employment Service (<http://www.labor.state.ny.us/agency/counties/oswego.html>). 73 West Second Street, Oswego, NY 13126, 342-3905.
- ✦ Willis & Associates website: <http://www.mjwillisassociates.com/CNY%20Employers.htm>. Central New York employment links.
- ✦ Oswego County Personnel Office, 46 East Bridge Street, Oswego. 349-8367
- ✦ Oswego County Employment and Training, Fulton. In Oswego, call 342-3905
- ✦ Oswego City Personnel Office, City Hall, West 1st Street, Oswego. 342-8159
- ✦ Local Temp Service Agencies
 - STAFKINGS Personnel Systems (link) 106 West Utica Street, Oswego. 342-1390
 - Adecco, Fulton, NY (www.adecco.com) 598-8230
- ✦ Paid Internships: All credit-bearing internships and experiences are handled through the Experience-based Education Office (www.oswego.edu/Acad_Dept/ebe/)

Summer Employment

- ✦ Career Services Listserv (careers-osw-l). Register on the Career Services Website (www.oswego.edu/careerservices/resources/listservform.html). This service provides frequent updates during the academic year for Oswego students on career related activities, programs, internships, and jobs.
- ✦ Summer Job Fair - Held each spring semester. Check Career Services website for dates.
- ✦ AmeriCorps (<http://www.co.oswego.ny.us/youth/ameri-corps.html>). Part time and summer positions, Oswego City/County Youth Bureau, 70 Bunner Street, 349-3451
- ✦ SUNY Oswego/Human Resources, 410 Culkin Hall. Some positions on campus.
- ✦ Volunteer and Community Services
- ✦ Paid Summer Internships: All credit-bearing internships and experiences are handled through the Experience-based Education Office, 228 Swetman Hall (www.oswego.edu/Acad_Dept/ebe/)

Career Services/Resume Help

- ✦ Email Notices. The Career Services Listserv (careers-osw-l) provides daily updates during the academic year for Oswego students on many and varied activities, programs, internships, and jobs available through the department.
- ✦ Website Fulltime Vacancies. Visit the Career Services website at www.oswego.edu/careerservices, to check listings of full time career positions. Click on the "Vacancies" button from the frontpage.
- ✦ Get help with your resume by attending a workshop or dropping in during walk-in hours. Contact Career Services for details.

Internships

Visit the Experience Based Education website at www.oswego.edu/Acad_Dept/ebe/ or stop by their office in Swetman Hall at 228 Swetman Hall.

Volunteer/Community Services Office

Consider volunteering time to gain experience and explore career possibilities through the Center for Service Learning & Community Service. Visit the Office at 217 Hewitt Union or browse the website at: <http://www.oswego.edu/commserv/>. Volunteer positions often can lead to paid positions.