

CURRY COLLEGE

Steps to Find a Part-Time Job at the Job Expo
(for Students With and Without Federal Work Study) 8/2023

EXCITING OFF-CAMPUS COMMUNITY SERVICE* OPPORTUNITIES AVAILABLE!

The College is partnering with non-profit agencies in the surrounding communities and the Town of Milton to give Curry students the opportunity to **gain real world experience while providing service in the surrounding communities and earning their work study awards. Be sure to stop by the Agency Tables at the Job Expo to get more information on opportunities available!** IMPORTANT Note, you **MUST** have a Federal Work Study Award to work at one of the off-campus Community Service Agencies!

Check out the student employment job descriptions for off-campus* agencies and on-campus Curry departments on Handshake  (in the quick-launch icons in your myCurry account).

*Please note, you must have a work study award offered to obtain one of these off-campus community service roles.

PROFESSIONALISM IS A NECESSITY (yes, even for a part time student worker role) , AND NOT A LUXURY!

- Be courteous! Be respectful of the Interviewer's time! Be honest!
- Do not eat or drink while speaking with a Hiring Manager!
- Do not use slang when answering questions!
- Answer questions in complete sentences!
- Do not ghost Hiring Managers – send a simple note by email or call them if you are no longer interested in their position or if you have accepted another role!
- Send a "Thank You" email to any hiring manager who spends time speaking with you or interviewing you once you can, but do not wait more than 24 hours to send!

Steps to find a position at the Job Expo:

1. You must check in at the Check-In Table at the Job Expo.

- If you do not know if you have a Federal Work Study Award, just ask so you can tell a potential hiring manager when you speak with them.
- Grab a copy of "Tips on searching for, applying to, and interviewing for jobs" prepared by the Center for Global and Career Services.
- Pick up a list of the off-campus agencies and Curry departments at the Expo so you know which ones are attending and seeking student workers.

CONTINUED ON REVERSE SIDE

2. Stop by each of the tables representing the agencies or departments you might be interested in. If you aren't sure you are interested, stop by the table to get more information so you can make an informed decision about applying for the role.

- At the table, introduce yourself using your full legal name, year in school, and major to the Hiring Manager staffing the table. If you prefer a nickname, you can let them know that if it is a professional nickname and not something inappropriate.
- If you need information to determine if you want to be considered for the available position, ask for more information.

For example: *Hello, my name is Stephanie Jones, but you can call me Steph. I'm a third-year student majoring in graphic design. It's nice to meet you. I would like to learn more about your agency, the position you have available and what skills (or experience or qualifications) you are seeking.*

If you aren't interested after hearing more, thank them for their time and move to the next table.

If you are interested in the open position after learning more, let them know right at the table and share why you are interested.

Ask what the next steps are – are they interviewing right then and there, can you schedule an interview virtually or in-person with them (be sure to write down or add to your calendar the day, time, type of interview—in-person or virtual, confirm if they will call you or you should call them at what telephone #, and get a copy of the job description and confirm their contact information (telephone and email)).

Also, offer your contact information to them. **(and make sure you check your email and/or voicemail or texts regularly to see if they have reached out to you!).** If providing a cell number, be sure your message box has room for them to leave a message **OR** if you have not set up your voice message box, do so immediately.

Thank them for their time and move to the next table. You can apply or interview for more than 1 position in case either you are not offered the role, or you decide you are no longer interested in the role.

To set up an interview - For example: *It sounds like a great opportunity, and I would like to be considered for the role of Marketing Assistant (reference the job title they have available). What are the next steps? Can we set up a time to discuss my candidacy for the role?*

If interviewing on the spot and you have prior experience - For example: *It sounds like a great opportunity, and I would like to be considered for the role of Marketing Assistant (reference the job title they have available). I've worked (or interned or shadowed) in a similar role at (name of company) and I really enjoyed it. I got to use my design background in the role, and I had the chance to work on a marketing campaign for their new sneaker product. (Briefly) talk about what related experience you bring to the role if any.*

OR if you are interested but have no previous experience let them know why you would be a great hire. Discuss your transferable skills for the role. Honesty is always the best policy – do not pretend you have done something when you haven't – **it's okay to just be starting out in the workforce!**

If interviewing on the spot and you have no prior experience - For example: *It sounds like a great opportunity, and I would like to be considered for the role of Marketing Assistant (reference the job title they have available). I am new to the marketing field, but I have worked as an administrative assistant for (name of company) previously and I was responsible for (briefly describe what you did). I'm a quick learner, willing to work hard, and I want to explore marketing as a career path.*

If you have interviewed at the Job Expo, and once the interview closes:

IF they offer the role to you on the spot: Thank them for the offer (and either accept or ask if you can have a day to think about it and be sure to get their contact information so you can let them know of your decision about the offer).

If you accept, complete the SPAF paperwork with the Hiring Manager and bring it to the Check-Out Table where you (the student) will also need to complete additional paperwork for student employment. Be sure, before you leave, you know your start date or how that will be communicated to you.

IF they do not offer the role to you on the spot: thank them for their time, re-state your interest in the role and let them know you look forward to hearing from them about your hiring status. Confirm they have your contact information before you leave the table. Please do not be discouraged if the role is not offered to you on the spot. It does not mean you may not receive an offer; it just means they want to screen more candidates to ensure they find a good fit for the role.

IF you are hired for another role or decide you no longer want to be considered for this role, email the Hiring Manager.

For example: *Dear Ms. Brown,*

I am writing to let you know I am withdrawing my candidacy for the student worker position of Marketing Assistant with your agency (or department). I have accepted another role that I feel better aligns with my career path.

I appreciate and thank you for your time.

Sincerely,

Stephanie Jones

3. Once you have stopped at all the tables for agencies or departments you are interested in, take the time to relax and:

- Visit the snack area for beach-themed refreshments and enjoy the Curry student DJ
- Stop by the “Beach” and have your photo taken with Octo, the life-sized Octopus (and, if you got hired – grab the “I just got hired” sign to commemorate your day!)
- Play a round of Octopus Ring Toss

4. When you are ready to leave the Job Expo, stop by the Check-Out area to ask any remaining questions you might have about finding a job. Also, remember to submit your Drawing Ticket for the prize at the end of the Job Expo (you do not have to remain to win a prize. If you have been selected, we will contact you about picking up the prize).

5. If you have been hired for a job – Congratulations, we are very excited for you!!!

- Be sure you head to the Check-Out table to **complete all student employment paperwork**. Staff are there to assist you.
- Take advantage of the “I just got hired” Photo Op on the “beach”.
- Submit your Drawing Ticket for the prize at the end of the Job Expo (you do not have to remain to win a prize. If you have been selected, we will contact you about picking up the prize).

If you have yet to be hired for a student employment position but want to work, don't be discouraged:

- Follow up by e-mail with any Hiring Manager you have spoken to and reiterate your interest in the position they have available.
- Keep checking Handshake on myCurry to view positions as they become available.
- Need help finding a position? Contact Stephanny Elias Co-Chair, Student Employment & Community Service Programs, selias@curry.edu or tel. 617-333-2010. Be sure you indicate in the subject of an e-mail: Student Employment.

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