

5 WAYS TO MAXIMIZE YOUR ON-CAMPUS JOB EXPERIENCE

1. Take “just” and “only” out of your vocabulary

- Your on-campus job has the potential to provide you with meaningful experiences and great information to go on your resume, so take it seriously! If you think of it as “just” a job or that you are “only” a student employee, your results will reflect that. Here are some things to keep in mind while you work:
 - Your job will hone skills that employers want! If you work hard you will strengthen your abilities in **communication**, **customer service**, **research**, **professionalism**, **teamwork**, and much more!
 - You may not realize it yet, but your on-campus job could help you realize what you want to do professionally, or what your true **passion** is in life. The harder you work, the more you will **learn** about yourself.

2. Set goals

- Create an **action plan** and update it continuously. When you set goals for yourself and write them down, you are more likely to accomplish them. Don’t know what you want to **accomplish**? Think about some of these ideas:
 - Find a process you work with and make it more **efficient** – how can you make improvements to something that is already in place?
 - Keep a daily **task list** to stay on top of all of your **responsibilities**.
 - Ask your supervisor permission to **create** your own project each semester. Then, challenge yourself to **present** your accomplishments to your department!
- Be creative with this. The more you accomplish, the more you will stand out to employers.

3. Ask questions

- Not only should you become an **expert** on your job specifically, but try to be **curious** about all that is around you. As you keep absorbing information, the better employee, student, and well-rounded person you will become. For example:
 - You are still a **student** first, so keep studying! Always take the time to learn as much about your job and the jobs of those around you.
 - Learn how your department or office works as a **whole**, and within the University. Your job is vital to the success of something bigger – where do you fit into the scheme of things?
 - Do **informational interviews** with people in your office in order to learn more about what they do on a daily basis. What **paths** did your coworkers and supervisors take to get to where they are today?
 - And of course, if you ever need help, ask for **guidance**! Your supervisors want you to **succeed**, and are willing to help you achieve your goals.

4. Keep track of your accomplishments

- It's a great idea to maintain **notes** regarding all of the major accomplishments and daily tasks you performed. In time you will need to look back on those notes to be reminded of the many **skills** you have obtained, for instances such as the following:
 - Putting your **resume** together – don't miss the chance to highlight a great experience just because you don't remember it!
 - Preparing for **interviews** – employers are going to ask you **situational** questions, meaning you will have to give examples of projects, decisions, and other experiences. Will you be ready to answer a question on the spot such as, “tell me about a time when you had to make a tough decision”?
 - Being able to review all of your accomplishments will help you make **connections** between various positions you have held, even if they are in different industries. You never know when you can **discover** an unknown strength or skill you possess that you had never realized before.
 - Creating a **portfolio** will keep all of your relevant documents **organized**. A future employer would love to see your work!

5. Be aware of common time-wasters

- When you waste time at work, not only are you hurting yourself, but you are not being a productive member of the **team**. We are all guilty of doing this every now and then, but there are times when we should take **control** of the situation. Try to avoid these common time-wasters (or at least keep them to a minimum!):
 - Facebook
 - Friends stopping by to chat
 - Texting and other cell phone usage
 - Daydreaming
 - Online games
 - Procrastination
 - Homework – yes, being a good student should always be your first priority, but remember that there is a time and place for everything. The better you manage your time, the more productive you can be.
- Everyone needs to **de-stress** from a busy schedule, but remember that you are being paid to help not only yourself, but others as well. The more **reliable** you are, the further you will go!

Remember: Your on-campus job is more than just a way to make some extra spending money; it has the potential to be a truly meaningful experience. Take full advantage of the opportunity at hand and find ways that best suit your learning style to maximize time at your part-time job.