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. 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!
   Try to avoid these common time-wasters (or at least keep them to a minimum!):
   • Social Media
   • 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.

**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.