

# Searching for a Part-Time Job?

## Job Search Resources



Working a part-time job while you study is not only a great way to make some extra money, but also helps you develop experience and transferable skills to enhance your resume and future job prospects.

### On-Campus Job Search

There are three main websites that can be used to find on-campus positions:

- **HireAC** (Select the Career & Employment tab from the left-hand menu)
- **Algonquin College Careers Site** (Use the student filter)
- **Student's Association**

You can also try visiting departments directly to see if they're hiring. **Food Services**, **Student Recruitment**, **Peer Tutoring**, and **AC Hub** will often post student positions directly on their websites.

*Please note: The best time to find on-campus jobs is during the first few weeks before and after a semester starts. However, keep checking back regularly for opportunities that come up throughout the semester.*

### Off-Campus Job Search

Use a variety of job search strategies to find the most opportunities:

- Search jobs online using a variety of job boards such as **HireAC**, **Indeed**, **Job Bank**, **LinkedIn**, **Charity Village**, and **Federal Student Work Experience Program (FSWEP)**.
- Research companies of interest using business directories such as **Book of Lists**, **Yellow Pages**, and the **LinkedIn Company Directory** and professional associations related to your industry. Search for jobs directly on company websites.
- Check out stores and restaurants close to campus in College Square, along Merivale road, or in local shopping centers like **Tanger Outlets**, and the **Bayshore Shopping Centre**. Approach companies in person to hand in a resume.
- Attend job fairs and employer sessions to connect with hiring managers. Find local events through the **HireAC Events & Workshops Calendar**, **Peter's New Jobs**, **Eventbrite**, **LinkedIn** and on company websites.
- Make cold calls. Contact companies by phone or email to inquire about potential job opportunities.

To learn more tips for an effective job search, consider participating in one of our upcoming **Career Workshops**, accessing our **Online Job Search Resources**, booking a **One-on-one Appointment with a Career Advisor**, or visiting the Co-op & Career Centre in room C226 for a **Drop-in Appointment**.

### Co-op & Career Centre

1385 Woodroffe Avenue, Room C226  
Ottawa, ON K2G 1V8  
Canada

**employment@algonquincollege.com**