Finding a Job During College

Looking for a job while you're at Corban? Whether you want to earn extra income, gain experience, build your resume, or start preparing for your future career, here is where to start.

1. Decide What You're Looking For
Before you start applying, think about what will realistically work with your school schedule.

Consider:

- How many hours can you work each week?
- What days and times are you available?
- Do you want an on-campus or off-campus job?
- Are you looking for experience related to your major?
- What skills or experience would you like to gain? How far are you willing to commute?

Your job does not have to be directly related to your future career to be valuable. Part-time jobs can help you develop communication, leadership, teamwork, customer service, time management, and other transferable skills.

2. Start Your Job Search
Check multiple places for opportunities:

- Corban University Job Board for current external opportunities
- Corban on-campus employment opportunities
- Company career pages
- LinkedIn and other job-search websites
- Local businesses and organizations
- Faculty, staff, alumni, friends, and other professional connections

Do your own research, too. If there is a company or organization you would like to work for, visit their website or reach out directly to see if they are hiring.

3. Get Your Resume Ready
Before applying, create or update your resume.

Include:

- Education
- Previous jobs or internships
- Volunteer experience
- Campus involvement
- Athletics or leadership experience
- Relevant skills

Don't have much work experience yet? That's okay. You probably have more experience and transferable skills than you realize. Career Services can help you build your first resume or review one you already have.

4. Apply
Follow the employer's application instructions and apply to multiple opportunities that fit your needs.

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Don't get discouraged if you don't hear back from every employer. Job searching takes time, and applying to several positions is normal.

Keep track of where you apply and follow up professionally when appropriate.

5. Prepare for the Interview

If you get an interview:

- Research the organization
- Review the job description
- Practice answering common interview questions
- Prepare a few questions to ask the employer
- Dress appropriately
- Arrive or log in early

Need help preparing? Career Services can help you practice through a mock interview.

6. Evaluate the Opportunity

Getting an offer is exciting, but make sure the job works for you before saying yes.

Consider the:

- Work schedule
- Number of hours
- Pay
- Location and transportation
- Responsibilities
- Work environment
- Impact on your classes and other commitments

School is still a priority. Look for a position that allows you to balance work, academics, and your other responsibilities.

7. Build Experience While You Work

Once you get the job, use it as an opportunity to grow.

Show up on time, communicate professionally, ask questions, take initiative, and build relationships. The skills and connections you develop now can become valuable parts of your resume and future job search.

Need Help Finding a Job?

Start with Career Services. You don't have to know exactly what you're looking for before you come in. Career Services can help you figure out your next step.