



The best place to look for a part-time job while on campus is through our online campus job search database.

If you have a MYSNU account, simply go to the LINKS tab and then click on JOB/CAREER SEARCH link. If you don't have a MYSNU account, go to HireSNUgrads.com and click the top right button labeled "Employment Opportunities". If you are reading this document online, [click here](#)

Then, follow these simple steps:

- Click the **Students** Icon; then the link for **Log In at Student Central**.
- Enter your **SNU Student ID** as your Access ID.
- Enter **Ineedajob** as the password. Click GO>>!

From your homepage, click **Search for Jobs/Opportunities Posted to My School**. Enter criteria specific to the type of job you are looking for on the search form, click **Begin Search**. You may also **Search for Jobs in CCN's Jobs Central** and **Intern Central** our national job database.

When conducting a job search, be aware that by selecting several search criteria, you are narrowing your search. It is a good idea to conduct a focused search, but you may also want to try searching different criteria.

- To monitor your job search, select **View My Job Search History** on your homepage.
- From your homepage, complete the **Report Offers/Hires** when you are offered a job.

In order to find jobs on SNU's campus, you will need to choose **On Campus** in the Job Location drop down list OR put a check in the **Student Employment** box.

(NOTE: You can use the same database to search for part-time or full-time jobs, temporary or summer jobs, or even internships).

You may notice that there are not a lot of on-campus jobs posted during the summer because many staff and faculty are on busy with their summer plans and are not thinking about what student employment needs they will have for next year yet. More jobs will get posted as the school year gets closer, especially one week before school starts.

If you still haven't found a job by the time of the NSI Fair (New Student Institute Fair) on move in day, please visit the Student Employment tent and pick up a sheet of currently open positions.

Approximately ten days later, usually on one of the last days of August, we will also hold a part-time job fair on campus where we will invite employers looking to hire for both on and off campus positions.

If you have any more questions, please contact Chris, the Director of our Career Services and Student Development Office at cpeterson@snu.edu or give him a call at 405-491-6684.