Welcome to the final issue of the Summer 2009 Work-Study Update! With current economic times, utilizing your Work-Study award can really help in relieving the burden of college expenses. If you have not yet applied for student employment, please read on to discover a few more unique Work-Study opportunities on campus. If America Reads, Jumpstart, or the campus libraries are not for you, perhaps you would prefer a job with University Housing or Recreational Sports. This issue focuses on student employment in these two departments and provides a few helpful tips for building your résumé.

Work-Study Opportunities with University Housing:

With about 1,400 jobs offered each year, University Housing provides many employment opportunities throughout the University of Michigan’s campus. University Housing employs Work-Study and non-Work-Study students for a variety of jobs, including, positions in food service, information technology, community centers assistants, guest services, building maintenance, and office support. Many of these jobs are extremely flexible and readily available to students.

The most consistently available jobs for students are those with Residential Dining Services. Dining services hires year-round and often has openings. Workers in dining services enjoy benefits such as flexible hours, great pay, discounted meals, a convenient work location, and opportunities for promotion. If you are a responsible student looking for a job close to home with flexible hours, dining services is an excellent opportunity!

University Housing jobs involving Residential Computing sites are also available. Hours are flexible, and a job with computing and information technology is an excellent way to build your computer knowledge. Residential computing student technicians are given training and ongoing support from more experienced campus computer experts. Students for these jobs are generally hired before the start of the fall semester. Like dining service workers and community center assistants, students who work with residential computing may be able to work in the same building in which they live! Students not living in the residence halls may also apply for jobs with University Housing.

Jobs with University Housing are manageable with a full course load. Hours are flexible and most students work between 6 and 12 hours per week. As a University Housing employee, you have the opportunity to work with a diverse population and gain valuable workplace experience. Whether you live on North, Central, or Hill area campus, and whether you take morning or afternoon classes, University Housing can work with your busy schedule!

To Apply for a Job with University Housing:

1. Go to: [http://www.housing.umich.edu/employment](http://www.housing.umich.edu/employment)
2. Scroll to the bottom of the page and select “Apply.”
3. Check all positions that you are interested in, complete form, and submit.

Quotes from previous University Housing student employees…

“Cafeteria jobs are flexible, easy, and fun. And you get discounted meals!”

“The people who work in the dining halls are a blast. It’s great to develop friendships outside of the classroom.”

“Working in the dining halls after class took my mind off all the homework and tests that were stressing me out. It’s like getting paid to have a break from class!”

“I had never had a job before college. My job with residential computing allowed me not only to pursue my love of computers, but also to get paid for it. It was the perfect first job experience and a great résumé builder.”
Do you have a love of sports? Apply for a job in the Recreational Sports department!

Jobs will be handed out first to Work-Study students; however, unfilled positions may also be given to non-Work-Study students. Apply this summer and secure your spot with the Department of Recreational Sports here at U-M!

Part-time job opportunities available through Rec Sports include:

- Facilities Operations
  - Activity Area Staff
  - Building Crew
  - Entrance Monitor
  - Equipment Staff
  - Lifeguard
- Officials
- Outdoor Adventures
- Challenge Program

A description of these jobs can be found by clicking on the links at the bottom of the page at http://www.recsports.umich.edu/student/.

Most Facilities Operations jobs are available in all three of the Recreational Sports buildings on campus: the Central Campus Recreation Building (CCRB), the Intramural Sports Building (IMSB), and the North Campus Recreation Building (NCRB). However, Activity Area Staff work only in the CCRB and the IMSB.

To Apply for a Rec Sports Job this Fall:

1. Complete the Student Employment Application located under Student Business on Wolverine Access.
2. Submit a Rec Sports Application by following this link: https://www.recsports.umich.edu/student/application_entry.html
3. Attend one of these mandatory information sessions:
   - Facility Operations Employees:
     Thursday, September 3, 11am-12pm in the CCRB OR Sunday, September 6, 11:30am-12:30pm at Palmer Field
   - Officials:
     Tuesday, September 8, 7pm-8pm in the IMSB
4. Your applications will be reviewed after you attend an information session.

Application Deadlines:
New Facilities Operations Employees: Wednesday, September 2, 2009
Officials: Tuesday, September 8, 2009

Interview with an Intramural Sports Official:

Austin, a sophomore majoring in business, had an excellent Work-Study employment experience with his Recreational Sports job here at the University of Michigan. He was hired after he attended the informational Rec Sports Expo at Palmer Field and submitted an application to become an official. (The Rec Sports Expo will take place on Sunday, September 6, for this fall.) Austin was an intramural sports official for softball, broomball, and mini-soccer during his freshman year and hopes to be able to continue this job during his sophomore year. “It was great to work around the sports you love and get paid to do it,” shares Austin of his job experience. Not only did Austin get to watch these sports, he also got to learn how to play the unique games of broomball and mini-soccer.

Although being a sports official may seem to be a recreational activity, there is an educational side to it as well. Austin learned how to “deal with people when things get heated, and manage when the atmosphere turns tense.” Being an official to his competitive peers and striving to “play by the rules” gave Austin the ability to manage people in stressful situations. The skills of being fair and communicating effectively with peers will be assets for Austin in his future job searches. He also learned valuable life lessons in practicing good sportsmanship through both wins and losses.

Austin describes the Rec Sports official experience as, “very enjoyable because of the people you work with and being around friendly competition.” With flexible scheduling, being around something he loved, and even getting paid, Austin believes he could not have picked a more enjoyable Work-Study job. If you love sports too, maybe a job with Recreational Sports is right for you!

To Search for all Work-Study Jobs:
2. Go to: www.studentemployment.umich.edu
3. Click UM Students on the Work-Study Employment homepage.
4. Conduct a search of Work-Study jobs.
5. For additional assistance refer to: http://www.hr.umich.edu/empserve/employee/stutempa2.html

NOTE: If you are interested in community service-oriented Work-Study, click on the Community Service Jobs quick search link before conducting your search.
Building Your Resumé

Your campus Work-Study job will most likely not require you to submit a resumé. However, you will definitely need one in future job searches. College is an excellent time to begin compiling a record of your academic achievements, experiences, and skills in the form of a written resumé. Your resumé should contain a brief summary of your background and target your specific strengths and qualifications pertinent to the job for which you are applying. Don’t know where to start on your resumé? The U-M Career Center can help. Follow this link: http://www.careercenter.umich.edu/students/findingjob/resume/resumewriting.html to be directed to the resumé resources pages of the Career Center website. Through this website you will be able to start a new resumé, improve an existing resumé, and view several sample resumés.

Basic Resume Components

Full Name
Contact Information

Objective: This is a one-sentence statement of your career interests. The objective is optional and often omitted in general resumé templates.

Education: Highlight your college academic achievements. Generally, high school information is not included.

Experience: This is the most flexible section of the resumé. Include work experience, internships, volunteer work, leadership roles, etc. here. This is your chance to impress the employer and show relevant skills.

Skills: This is another optional section. The skills heading is only necessary if the rest of your resumé does not portray important skills. Any extensive computer, technology, or language skills should be included here.

Additional: Any important information not previously stated should be stated here. Choose either a “Skills” or an “Additional” section to include; including both is probably unnecessary.

A few pieces of advice regarding your resumé...

- In general, you should tailor your resumé to the specific job field you are interested in.
- The majority of resumés should fit on one page.
- Employers are not interested in whether your past work experiences were paid or unpaid. Organize experiences by relevance rather than paid/unpaid positions.
- Use words from the list of resumé action words when describing your experience. A full list of experience verbs may be found on the Career Center website.
- Make your resumé reflect a few of your specific skills and strengths. You should illustrate the traits and skills that would be particularly beneficial to the employer.

Optimal Resumé is the online resumé building resource provided on the Career Center website. If you have never written a resumé before, this program can guide you step-by-step through the process. Optimal Resumé provides many different formatting options and can store up to five separate resumés for each user. Follow this link to begin creating your resumé with this great resource: http://www.careercenter.umich.edu/students/findingjob/resume/firstresumé.html

Start Your Resumé Today!!

The Career Center: An Excellent Resource!
Visit www.careercenter.umich.edu or e-mail careercenter@umich.edu for information about:
- Finding a Job or Internship
- Applying to Graduate School
- Majors & Careers
- Career Counseling & Advising
- Workshops on Wheels
- Much, Much More!

To make an appointment with a Career Center counselor, please call 734-764-7460 or stop by the information desk. The Career Center office is located at:
515 East Jefferson
3200 Student Activities Building
Ann Arbor, MI 48109

Note from the Editor:
I hope the past 3 issues of the Summer 2009 Work-Study Update have given you a few ideas for how to make the most of your Work-Study award. Work-Study jobs provide an educational experience, can be extremely flexible, and the extra cash is definitely a plus! Even if you don’t get a job for fall semester, be sure to consider employment possibilities for the upcoming winter term. Check the Student Employment website for additional Work-Study and non-Work-Study opportunities. Thanks for reading, good luck with your job search, and enjoy the rest of your summer!

-Courtney

The Work Study Update is published by the U-M Student Employment Office. Please contact Vickie Crupper with questions: VCrupper@umich.edu