

Searching for a Part-time Job in Tallahassee

- To identify local employment options for students.
- To find jobs on- and off campus.
- To learn about temporary-staffing agencies.

Introduction

We all appreciate the pizza delivery guy when we are tired and hungry. In fact, it might be a good part-time job if you want to start a career in the hospitality management industry. However, if you know where to look, there are many other part-time jobs that can help you explore career options and earn some cash.

Employment Options for Students

There are four basic kinds of employment options available to students::

1. Student Employment is work that is usually part-time (less than 40 hours per week) and scheduled around the academic calendar. Employers may hire only students, or advertise their part-time jobs to everyone in the community. The jobs do not require completion of a degree, and may be on-campus or off-campus. Compensation is usually an hourly wage with few or no benefits. May be full-time during academic breaks.
2. Internships provide career-related experience for students. The work schedule can be part-time or full-time. Internships are usually full-time during the summer, and part-time during the fall and spring. They may be located on or off-campus. An internship experience involves learning skills related to your chosen career field or gaining practical experience to complement your academic coursework.
3. Federal Work Study is an employment program sponsored by the Federal government. Students may work on-campus or off-campus at certain non-profit organizations in the community. Learn more at the FSU Office of Financial Aid website: www.finaid.fsu.edu/aid/workstudy/index.html
4. Temporary Services Employment is gained through a temporary staffing agency. This can be part-time or full-time employment. Some agencies work only with people who have completed a college degree, others may have part-time work for undergraduate students.



Resources for Finding On-Campus Jobs

The Career Center at FSU lists part-time, seasonal and temporary student jobs through the Student Employment Program. This includes on-campus as well as off-campus positions. Choose the Student Employment Program link and then Browse Jobs under Job Seekers at www.career.fsu.edu

The Office of Financial Aid assists students with Federal Work Study. They can help you apply for Work Study, and locate positions on campus. For more information on Work Study visit the Office of Financial Aid in University Center A, 4th Floor, or view information on the Financial Aid website: www.finaid.fsu.edu

The Office of Human Resources at FSU posts job listings for the university through FSU's OMNI system. Some part-time positions do not require a degree, and may be appropriate for students. The HR Office is located in University Center A, 6th floor. To view current job openings, visit the HR website at www.hr.fsu.edu and search for "OPS" positions.

Many academic and administrative departments at FSU advertise part-time jobs through their websites and bulletin boards. This is especially true of departments seeking students in a certain major or college. A directory of academic and administrative departments is located on the FSU website www.fsu.edu/departments

Resources for Finding Off-campus Jobs

The Career Center at FSU lists part-time, seasonal and temporary student jobs by three main methods:

- Student Employment Program can be used by students to access jobs. Choose the Student Employment Program link and then Browse Jobs under Job Seekers at www.career.fsu.edu
- Career advisors, who can be seen on a drop-in basis, advise students about their job searches and can refer them to internships, co-op, summer work, and externship programs. These programs are available to FSU students only. Visit with a career advisor at the Dunlap Success Center (DSC) room 1200 from 9am to 4:30pm Monday through Friday (except Friday from 1:30pm to 2:30pm).
- The Career Center Library also has information and job listings for many local employers. Library files (including job listings) and career advising services are available to all students and community members. To access these resources, visit DSC 1200.

Temporary Staffing

Some temporary staffing agencies may have part-time positions for students. For more information about employment in the temporary staffing services industry, you may want to view the career guide *Job Hunting in the Temporary Staffing Services Industry* published by The Career Center. The guide is available in print at the career center library and on-line at www.career.fsu.edu

You can locate other Temporary Staffing agencies through resources such as the:

- Tallahassee phonebook
- Tallahassee Democrat employment listings (available in print or at www.tdo.com)
- The American Staffing Association (www.staffingtoday.net)

Other Off-Campus Job Leads

The Tallahassee Democrat maintains classified employment ads at www.tdo.com

Leon County government may occasionally have part-time positions for students at leoncountyfl.gov

Leon County School Board may also have part-time positions available at www.leon.k12.fl.us

State of Florida positions (including internships) can be found at <https://peoplefirst.myflorida.com>

Temp Agencies Who May Hire Students

The Career Center surveyed local staffing agencies to find those that offer part-time work for students. The following information was collected in May 2008:

Cardinal Services: (850) 513-3000
www.cardinalservicesinc.com

Kelly Services: (850) 297-2040
www.kellyservices.com

Manpower: (850) 386-8150
www.us.manpower.com/tallahassee-fl

Adecco: (850) 561-8715
www.adecco-tlh.net

Remedy Intelligent Staffing: (850) 523-0005
www.remedystaff.com



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