



WHITMAN COLLEGE

Career and Community  
Engagement Center

# How to Find a Job On or Off Campus

SO YOU GET TO WORK AS A STUDENT? THATS COOL !

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# **The Career and Community Engagement Center (CCEC)**

# Who We Are

The Career and Community Engagement Center (CCEC) is the department at Whitman College that oversees career services, community engagement, fellowships and grants. We are here to support you on engaging the world whether that is through employment, internships, community service, or a competitive grant program

# CCEC Areas of Focus

## **Career Services**

Support in finding employment, internships, and building your post-college career journey.

## **Community Engagement**

Programs that engage the Walla Walla Valley community

[\*More Here\*](#)

## **Fellowships and Grants**

Support in applying to competitive programs for research, teaching assistantships, living abroad and more!

[\*More Here\*](#)

Meet With a Staff Member In-  
Person or Virtually!

Schedule an appointment  
with us!

[HERE](#)

# **On-Campus Employment**



# Working On Campus

On-campus employment is the easiest way to gain professional experiences as a student, and get to know people and resources at Whitman. You could get some good money out of these on-campus jobs, too!



# You have so many options!

*Positions on campus include...*



# On-Campus Employment Process

## Steps to Take

1. Build a resume and cover letter
2. Apply to the position on [Handshake!](#)
3. Interview with Whitman Staff
4. Complete Human Resources employment documents and training
  - [Forms to fill out with HR](#)
5. Start working!



# Where Can You find On-Campus Jobs?

- Emails and Community email listserv
- Consistently check **Handshake**
- The job fair outside Maxey Hall August 25th (9am - 10am)



# Expand Your Search

Jobs on campus are very competitive and fill quickly! If you can, we also advise you to consider looking off campus for employment as this expands the positions you can apply for while a student.



# Off-Campus Employment

# Off-Campus Employment Benefits

- Engage with different industries off-campus
- Working in the Walla Walla Community
- Networking in the community
- Expands your employment options



# How to Find a Job Off Campus!

Many Walla Walla employers post their positions on Handshake!

Check the websites of local businesses to find how to apply!

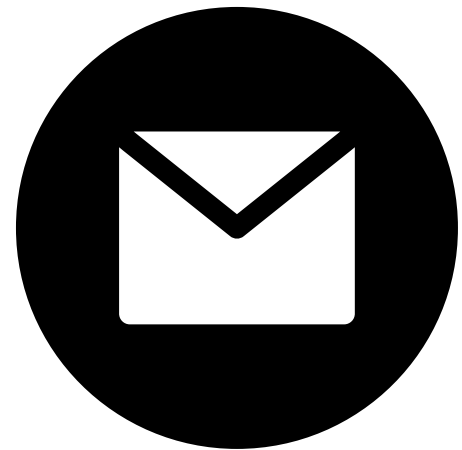
Inquire with a polite cold email.



# Cold Email

When reaching out to an organization to inquire about a job, you must be polite and clear. The linked resource from Indeed.com can tell you more about how to inquire about employment.

[CLICK HERE](#)





# A Few Nearby Options!

**Business:** Wingman Birdz and Brewz

**Manager:** Veronica Medina

**Email:** [Veronica@wingmanBirdz.com](mailto:Veronica@wingmanBirdz.com)

**Address:** 230 E. Main Street Walla Walla, WA 99362 **7 Min walk from campus**



**Business:** Black Pearl Boba

**Address:** 221 E Main St, Walla Walla, WA 99362 **8 Min walk from campus**

**Notes:** Hires in August and early September for seasonal jobs

# Where to Look

WorkSource Washington, Walla Walla



Google Jobs, Walla Walla

Walla Walla Business Directory (Chamber of Commerce)

*\*Businesses in the downtown area have a long history of hiring Whitties!*

Community Listserv - Short-term jobs from community members

**Handshake**

# HANDSHAKE

Handshake is a useful website where jobs are posted all the time from on and off campus opportunities.

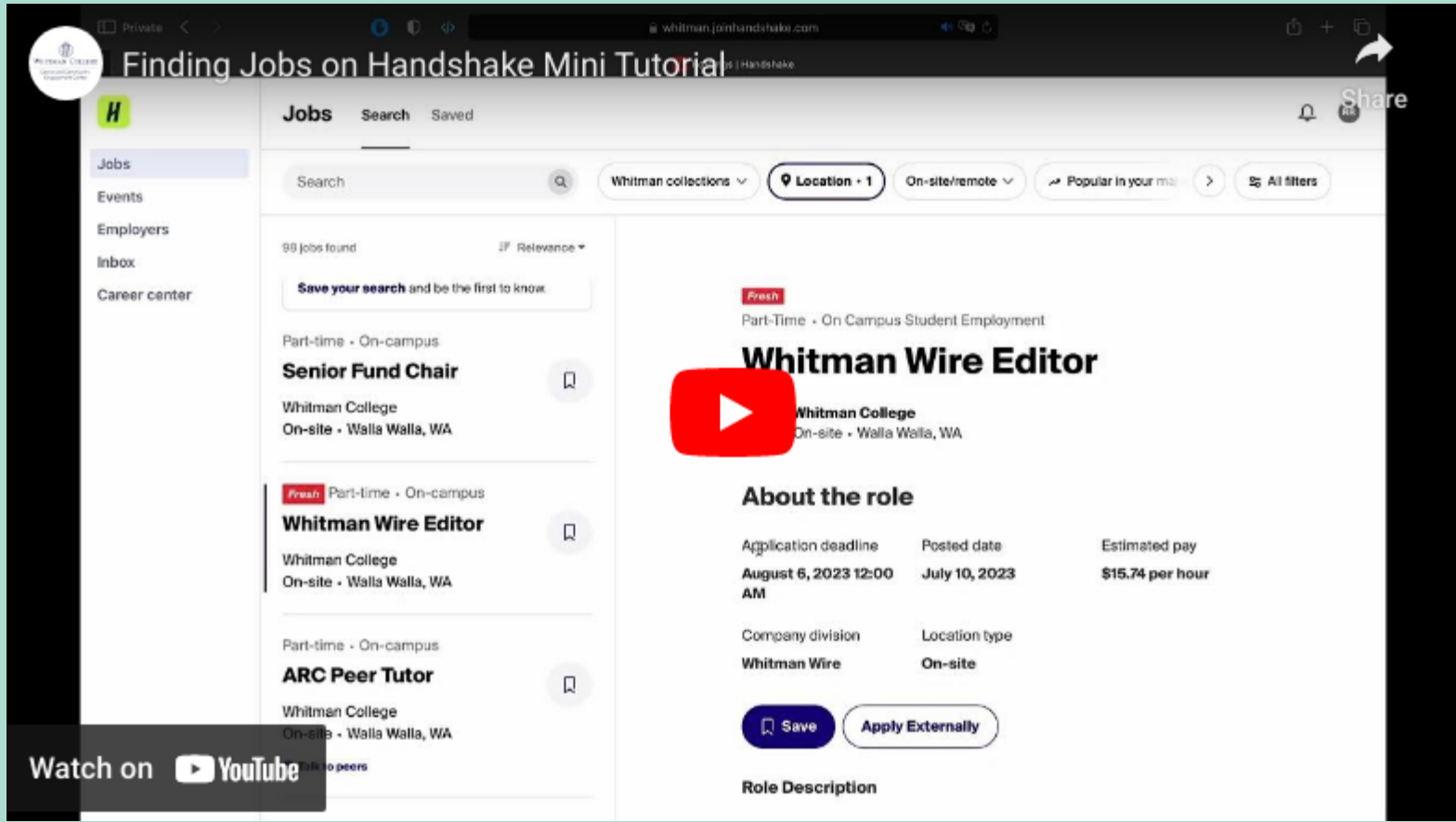
Create an account with your Whitman email.

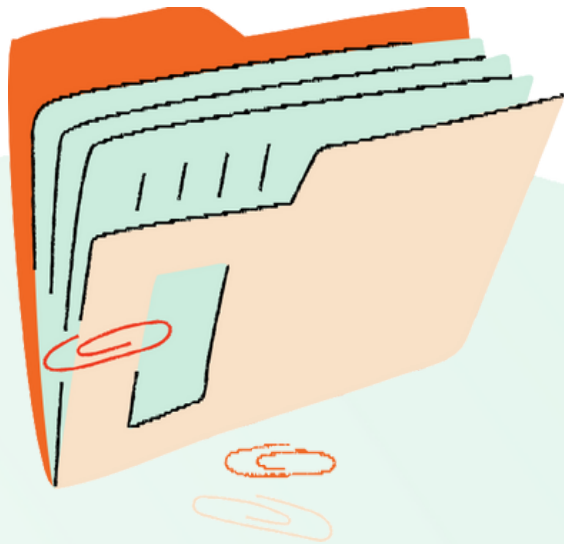
Follow what you found interesting, look for job updates, and apply on Handshake. It's simple.



# How to Find a Job Using Handshake!

[To Watch Video](#)  
[Click Here](#)





Check which positions are  
available Handshake > "Job" tab  
>> Apply appropriate search  
filters

Find out the ones that  
interest you!

# Book an appointment with CCEC staff on Handshake

Jobs Events Employers

Whitman College Career and Community Engagement Center

Whitman College

**Appointments --**  
Schedule time to meet with experts and build your career

**Resources --**  
Read curated content from your career center

**Surveys --**  
Answer questions from your career center

**Upcoming Events**

**Fulbright U.S. Student Program Overview**  
Whitman College  
July 21, 2022 from 12:00 pm to 1:00 pm PDT  
No location  
You are invited to attend this virtual session held by staff at the Institute of International Education (IIE), who will offer an overview of the Fulbright U.S. Student Program and the opportunities it provides to teach English research or study abroad. IIE administers the Fulbright U.S. Student Program on behalf

**Contact Information**

**Website**  
<https://www.whitman.edu/after-whitman/career-and-community-engagement-center>

**Phone**  
509-527-5183

**Email**  
[ccec\\_info@whitman.edu](mailto:ccec_info@whitman.edu)

**Location**

**Choose a Category**

**Resume, Cover Letter, or CV**  
This category contains all of the appointment types that you would use if you're working on your cover letter, resume or curriculum vitae.

**Internships**  
This category includes appointment types related to finding, creating or applying to internships.

**Whitman Internship Grant**  
The Whitman Internship Grant provides funding for students who secure unpaid internships. This category contains all appointments related to applying to or receiving a Whitman Internship Grant, including prerequisite appointments.

**Finding a Job**  
In this category, you'll find appointment types to help you find a campus job, off-campus job, or your first post-Whitman job - at any point in the application process.

**Creating a plan for my future**  
If you're not sure what appointment type you need, or

# **Back-to-School Job Fair**



WHITMAN COLLEGE

# JOB FAIR 2023



Looking for a job  
on or off campus?



Come join us for  
the Whitman job  
fair

**AUGUST 25TH 9AM-10AM**

**MAXEY SIDE LAWN**

**FOR MORE INFO CONTACT :**



WHITMAN COLLEGE

Career and Community  
Engagement Center



# Job Fair Tips

What to Wear to a Job Fair

How to Give an Elevator Speech



# JOB FAIR

## Sample Questions to Ask Employers

### **-Introduce yourself:**

- Hi, I'm [name], a [school year].
- My major is [...]/I'm interested in [...]/I'm just looking for a part-time job [...].
- I heard a lot of good things about [...] from [...].
- Are there any open jobs at [...] in [...] area?

### **-Ask specific questions about the employers and their open jobs:**

- Can you tell me a bit more about [job]?
- On a typical day, what does [...] do?
- How many hours/week is this position?\*

### **-Ask about the hiring process:**

- Where can I find the job posting?/How do I apply?
- When can I start applying? When will I hear back from you?
- I'm an international student, can I work here? Do I need CPT/OPT? (off-campus)\*

# Resources

# Interviewing Tips

## Prepare for questions like:

Tell me about yourself!

What are your strengths and weaknesses?

Why do you want this job?

## Remember This!

- Clear and Concise
- On time or Early
- Attire is important
- ASK QUESTIONS!

## Helpful Link

[27 Most Commonly Asked Job Interview Questions and Answers](#)

# Resume & Cover Letter Resources

**First, to find a job you will need a resume and cover letter. Here are some resources.**

- [Resource link](#)
- [Action Words for Resume and Cover letter](#)
- [Early College Resume Template](#)
- [Bullet-point Writing Guide](#)

# Notes

## **During the academic year:**

- Domestic students on Work Study can work up to 19 hours/week on campus.
- Non-Work Study domestic students can work up to 20 hours/week on campus.
- International students can work up to 20 hours/week on campus. They cannot work for employers outside of the college, or receive payment from an employer that is not the college.

## **During spring, winter, and summer breaks:**

- All students regardless of their Work Study status can get an additional job for up to 40 hours/week.

\*\*\* International students can work off campus, through internship grants, and by applying to Optional Practical Training (OPT) or Curricular Practical Training (CPT). Contact Greg Lecki for more information.

# Questions?

Career and Community Engagement Center:

Email: [studentemploy@whitman.edu](mailto:studentemploy@whitman.edu)

Office: Reid Campus Center 219 & 233

Phone number: 509-527-5183

