

STUDENT EMPLOYMENT SERVICES

ses@cortland.edu

www.cortland.edu/career

Hours: Monday-Friday, 10:00am-4:00pm

SUNY Cortland Student Employment Services (SES) provides free information about part-time job opportunities to all students, regardless of financial status, who attend SUNY Cortland. Part time jobs are a great way for students to gain work experience while also making money.

SES EVENTS AND RESOURCES:

- Annual Student Employment Fair (local part-time jobs) at the beginning of each Fall semester
- Off- & on-campus job board (non-Work Study) and job posting page
- Employer hiring info. and job applications
- Annual Summer Job & Internship Fair
- Summer and winter break job location assistance
- Annual Student Employee Recognition Banquet
- Odd Job & Substitute Worker List

SES REQUIREMENTS:

For off-campus jobs - Students are required to complete the SES registration form and agree to report back the outcome of any job postings obtained in our office. Students are responsible for contacting employers and completing application processes. Registered students also have the opportunity to search online through the JobConnect link at www.cortland.edu/career for additional part time job postings.

For on-campus jobs - Once a student has been offered a job by a campus department they are required to complete I9 and W4 forms at SES (they will not be paid for any on-campus work until forms are completed). Students must present EITHER a driver's license or college ID AND either a social security card or birth certificate (original documents - no copies) to complete the I9 OR a current or expired U.S. passport (foreign passports must be current) without any other ID.

SES YEARLY STATISTICS:

- 150+ part-time jobs are posted (both on and off campus) Many of these job postings are seeking multiple students.
- Average wage for part time jobs: \$7.93/hr
- Students work 1-30 hrs/wk; Avg: 13 hrs/wk
- Avg. yearly student earnings over \$1800
- 45+ employers and over 150 students attend the Summer Job & Internship Fair each year

SES SUGGESTIONS:

Departments that offer many on-campus jobs include: Residential Services, Recreational Sports, Athletics, ASC Dining Services, Library, and Corey Union, but many other offices also hire.

Many off-campus jobs are near campus (within walking or biking distance) or close to a bus route. Don't rule out off-campus work even if you don't have a car at college.

The most successful students are persistent, following-up often with busy employers. They dress professionally when visiting employers in person and offer a simple resume with their applications. They remain as flexible as possible with their weeknight and weekend schedules and regularly check our job postings for the most attractive jobs.

- If you have difficulty with your part-time job search, consult SES Staff or the Coordinator of SES during SES office hours, at 753-2223, or email ses@cortland.edu.