FINDING
SUMMER JOBS

Need help? Questions?
• Scheduled 30- or 60-min. appointments
• Drop-in Appts: M-F: 2-4pm & W: 7-9pm
• Appointments in person, phone & Skype.

Connect with CDC

CAREER DEVELOPMENT CENTER

Kagin Commons • (651)696-6384 • Email: cdc@macalester.edu

MACALESTER
INTRODUCTION
College students often are looking for full-time or part-time employment in the summer to earn money and gain valuable experience between semesters. Here are some suggestions for how to approach your summer or seasonal job search:

Self-Reflection
Before jumping into online research, make the most of your time and identify what exactly you are looking to pursue. Reflect on these questions:

1. What is the first priority for the summer? (e.g. making money, getting experience that relates to direct career interest, getting experience that clarifies long-term career interests)

2. What variables are key influences on your job search?
   a. Financial: What kind of financial obligations do you need to accommodate during the summer? (e.g. housing expenses, food, utilities, transportation, discretionary funds) What is your goal amount to earn by the end of the summer?
   b. Geographic: Where will you be living? What kind of access to transportation do you have and require? How long do you want to commute? Should you hone in on jobs along convenient bus routes?
   c. Schedule: Do I need to focus my availability around classes, internships, other work obligations? Does your start and end date remain flexible?

Given the information you gain from the above questions, you can then identify organizations to research and explore to meet your given needs. Generally speaking, there are a few main areas that students explore for summer opportunities. Please note this is by no means exhaustive. We encourage you to use the Macalester’s Job & Internship Database, MC2, and other methods to identify positions.

WHERE TO LOOK: COLLEGE RESOURCES

MC2  Macalester’s Job & Internship Database
Any postings for summer employment (part-time and full-time) and internships (paid, unpaid, stipend) are posted here.

On-Campus Positions
Macalester Student Employment
http://www.macalester.edu/studentemployment/

Visit the Science Research Office and individual department web sites to identify summer research positions on-campus. Ask if there are research opportunities are available in your interest area at other colleges as some departments have connections with other colleges/universities.
WHERE TO LOOK: OFF-CAMPUS RESOURCES

Positions that students work in during the summer vary greatly depending on interests and needs and prior work experiences of an individual student. Common types of positions and listings for specific search sites are listed here. Visit the CDC to meet with a counselor to clarify ideas, make plans and craft your applications.

**Government positions**

**State, Local, Provincial & National Government**
Students often seek out positions over the summer in various levels and areas of government agencies. Please visit the agency’s website of greatest interest.

**Americorps**
http://www.americorps.gov
Americorps offers summer positions at diverse non-profit and community organizations that can strengthen your resume while earning an hourly wage.

**USAJobs**
http://www.usajobs.gov
The Pathways to Federal Careers program offers summer positions for current students and recent graduates.

**Conservation & Outdoor Work**

Summer jobs are a great time to work outdoors. Students work in park and recreation boards for their local municipality, for the government, state and national parks, also non-profit organizations. Organizations like Conservation Corps, NOLS and Americorps positions are a great way to get paid working outdoors.

**Conservation Corps**
http://www.usaconervation.org/

**National Park Service**
http://www.nps.gov/aboutus/workwithus.htm

**NOLS**
https://www.nols.edu/

**Wilderness Inquiry**
http://www.wildernessinquiry.org/

**Summer Camps**

**Overall Camp Directory**
http://www.camppage.com/summer-camp-jobs/minnesota-camp-jobs.htm

**YMCA Camps in Minnesota:**
http://www.ymcatwincities.org/minnesota-ymca-jobs-summer
Boys & Girls Club Job Openings:
http://www.boysandgirls.org/contact/careers/

Minnesota Children's Museum:
http://www.mcm.org/about-the-museum/employment/

Many local private and public school districts offer summer day camps and youth programs. Check out listings for schools in your area.

Food Service, Fairs and Amusement Parks
Area restaurants, grocery stores and local fairs/parks can be fun ways to earn extra money. Start in your geographic area and generate a list of proximal options. Follow organizations on Twitter, LinkedIn and Facebook for timely hiring info.

Valley Fair:
http://www.valleyfair.com/jobs

State Fair (fair-time employment only):
http://www.mnstatefair.org/general_info/employment.html
Online app starts May 7 for fair-time employment.

Mall of America Nickelodeon Jobs:
www.mallofamerica.com/employment
Check for their weekly pdf of open positions!

Parks
St. Paul Parks & Recreation
Como Zoo (operated by St. Paul City Parks)
http://stpaul.gov/jobs.aspx

Minneapolis Park & Recreation Board:

Three Rivers Park District:
http://www.threeriversparks.org/employment.aspx

Northland College Outdoor Education Jobs:
http://academics.northland.edu/outdoor-ed/resources/outdoor-education-jobs/

Theaters
Hennepin Theatre Trust:
http://www.hennepintheatretrust.org/about-us/employment-opportunities
Ordway:
http://www.ordway.org/employment/

Guthrie:
http://www.guthrietheater.org/guthrie_opportunities/career_opportunities

Retail

Grand Avenue Business Association
http://www.grandave.com/jobs_and_classifieds

Macalester Groveland Community Council
http://www.macgrove.org/

Rosedale Mall
http://www.myrosedale.com/jobs/

General Resources

Seasonal Jobs:
http://www.funjobs.com/

Temporary/Summer Employment through Idealist:
http://www.idealista.org/

Summer Internship Ideas (sorted by field):
http://www.getthatgig.com/

University of St. Thomas Job Listings:
http://webapp.stthomas.edu/careerdevelopment/joblistings/index.htm

University of Minnesota Job Listings:
https://employment.umn.edu/

iSeek Job Listings:
http://www.iseek.org/jobs/

Saint Paul Pioneer Press Job Listings:
http://www.twincities.com/jobs

Craigslist.org
http://www.craigslist.org

Beware of scams! Make sure you read the rights and privacy alerts for postings.
SUMMER JOB SEARCH PLANNING SHEET

My priorities for the summer:

Variables that influence my job search:

Skills I want to refine or gain this summer:

Areas/Organizations to Prioritize:

Next Steps:

Complimentary CDC Services to this guide
• Career Counseling Appointments
• Review resume & job search strategy
• Interview prep

Complimentary CDC Guides
• Resume & Cover Letter Guide
• Assessing Your Job Search Skills
• Key Career Skills Workbook
• Working with Temporary & Recruiting Firms