

CaPS Quick Guide to Building your Experience & Finding an On-Campus Job

CaPS has many resources to help you throughout your time at McGill. While a “career” may seem a long way off right now, we encourage you to begin exploring and test driving potential career ideas sooner rather than later. Visit us at some point during your degree, preferably in your first year, to find out more – we look forward to meeting you!

Don't Miss Our Top Tips for Building your Experience!

Update your CV: Visit a Career Advisor during our [daily drop-in sessions](#).

Online job search series: Watch our [online job search videos](#) or register for our [live virtual events](#) to learn tips and tricks for job search.

Read the CaPS monthly newsletter: This [monthly newsletter](#) is chock-full of articles, event information and job search tips.

Participate in student government: Interested in representing fellow students and making a difference? There are positions with SSMU as well as at the faculty and department level. Also, check out your student associations for ways to get involved.

Become a volunteer: Volunteering is a great way to build your skills. For a list of opportunities within as well as outside McGill, click [here](#).

Get engaged: Employers and Grad Schools prefer candidates who have gained experience outside the classroom. For a list of clubs and student groups, click [here](#).

Get a mentor: Get career path advice and insight from successful and experienced McGill Alumni by signing up for the [CaPS Mentor Program](#).

Job shadowing: [Job shadowing](#) is an excellent way to learn about a professional's day-to-day responsibilities and decide whether their career appeals to you.

Micro-Exp: [Micro-Exp](#) provides opportunities for students to gain experience without the stress of missing class or work, so they have an edge for the next time they apply. Must be a U0 or U1 to join. U2's with no work/volunteer experience may be eligible too.

Best Ways to Locate Jobs On-Campus

Consult McGill's Workday: https://mcgill.wd3.myworkdayjobs.com/mcgill_careers

Consult myFuture <https://caps.myfuture.mcgill.ca/students>

_CaPS' job listing and career tools suite often posts a number of on-campus jobs. Keep in mind that because these jobs are publicly posted, a great number of people apply for them. Therefore, you should apply early and submit a very strong application. To see on-campus jobs, click the "Jobs" tab and select "myFuture Jobs". From there:

1. Select "**Advanced Search**" -> link "**More Filters**" to expand the form.
2. In the "**Job Function**" section -> click the button "**Add...**" to see a list of options.
3. Select the "**On Campus Jobs**" option and click "**Done**" to close the option list.
4. Click the "**Search**" button to see a list of jobs.

Determine if you are eligible for the McGill Work Study Program: The McGill Work Study Program provides students demonstrating financial need access to clerical, research, technical and library jobs on campus. Only students accepted to the Program can apply for Work Study jobs so your chances of success are much greater. To see if you are eligible, please visit their [site](#).

Consider being a Teaching Assistant (TA): While the majority of TAships are reserved for graduate students, some departments will hire undergraduates in certain circumstances. Your chances are better if you already have a degree or if you are a solid A student. Ask your target department for further information and consult [myFuture](#) for TA opportunities.

Contact Academic Personnel Office (APO): McGill has designated HR professionals (known as APOs) responsible for hiring in each Faculty. You may wish to contact these individuals to inquire whether they are hiring any students as support staff for the upcoming year. For a list of APOs, please visit their [site](#).

Research: If you are looking for a research position, don't hesitate to approach professors to ask them what their hiring needs will be for the upcoming year. You may also wish to consult the following [site](#).

Network, network, network: By far, the students most successful in finding an on-campus job are those who network. Why? Because they hear about and secure a job even before it is publicly posted. Approach professors and managers and ask them if they will be hiring any students for the upcoming year. Alternatively, consult the list of departments and offices below that tend to hire students on a regular basis.

McGill Departments that Hire Students

Athletics: McGill Athletics requires students to referee and supervise sports facilities throughout the school year. For more information, visit Client Services at the Currie Gym (475 Pine Avenue West) or the following [job board](#).

Cafeterias: BMH, RVC, New Rez and Douglas Hall require cafeteria workers to help serve and prepare meals. Ask any manager of the food facilities for available positions. For a list of dining halls and their locations click [here](#).

Campus Life & Engagement: CL&E hires students to work in Student Services. Various coordinating assistant positions in summer and throughout academic year. For more information visit the [CL&E website](#).

Alumni Phonathon: McGill Alumni hires students throughout the year to solicit donors. The pay is good and hours are flexible. Most hiring takes place in August/September and January. For more information and to apply, email phonathon.dev@mcgill.ca or call 514-398-7699

SSMU: SSMU is always looking to employ students. While most hiring takes place in April and May for the following school year, you can check for any current postings [here](#).

SSMU Marketplace: SSMU Marketplace has classified ads and [job listings](#).

Residences: If you loved your rez experience and want to give back, become a Floor Fellow or Residence Life Facilitator. For more info, visit their [website](#).

McGill Bookstore: The [Bookstore](#) hires armies of students in early September and early January as cashiers for the textbook rush. Apply in person.

Tutorial Service: If you are good at a particular subject and have obtained a grade of 80% or more in the course(s) you wish to tutor. Consider to [apply](#) to be a tutor.

Student Affairs Office, Enrollment Services and some Faculties: Student Affairs Office hires students for examination periods to ensure the smooth running of examinations. Job postings can be found at myFuture and/or [here](#).

McGill Library: Click [here](#) to see a list of available student employment opportunities.