



Welcome to Florida Tech!

Many students desire to seek employment while at Florida Tech. The following information is provided to assist you in planning a job search.

On-Campus Employment

Students who are new to Florida Tech are eligible to seek employment on campus.

On-Campus Employment FAQ's:

- ◆ There are two types of on-campus employment categories for students at Florida Tech
 - (1) Federal Work Study
 - (2) College Roll.

Federal Work Study is determined by your financial package when you filed the FAFSA
- ◆ College Roll positions are funded directly by individual campus departments. Some departments have funds to hire College Roll students and some do not.

There are limited job opportunities available through the College Roll program and not every student who seeks employment will be hired.
- ◆ Departments are not required to post College Roll opportunities in a centralized location, so the student needs to be proactive in finding opportunities. We suggest the following job search strategy:
 1. Register with Career Services by going to College Central Network (CCN) at www.collegecentral.com/fit. College Roll jobs are listed in the **Student Employment** category. Departments who contact the Career Services Office and ask to advertise their College Roll positions will post their positions in this section.
 2. Subscribe to FITFORUM at <https://lists.fit.edu/sympa/info/fitforum>. Many campus departments will advertise College Roll jobs on FITFORUM.
 3. Contact campus departments directly to inquire about possible College Roll opportunities. Your academic department should be the first department that you contact to inquire about job openings. Other departments that typically hire College Roll students include all food service locations, the Bookstore, the Clemente Center, and the Information Technology department. *Please see the following job search tips to assist you in presenting yourself in the best possible way in your on campus job search.*

Office of Career Services

150 W. University Blvd. Keuper Building, Rm 210 Melbourne, FL 32901

Phone: (321) 674-8102 Fax: (321) 674-8065

Website: fit.edu/career Email: career@fit.edu



On-Campus Job Search Tips

DO:

- ◆ Develop a resume to present to hiring managers when inquiring about on-campus employment opportunities. The Career Services Office has many resources available to assist you in developing your resume including Optimal Resume located at <http://fit.optimalresume.com> and on the Career Services Website located at <http://www.fit.edu/career/resumes/design.php>. A sample resume is also attached.
- ◆ Approach campus departments in a positive and professional manner when inquiring about potential job opportunities. Suggested opening statement: "Good afternoon, my name is (your name). I am a new student at Florida Tech studying (your major) and I am currently searching for part-time employment. Does your department have any College Roll jobs available?" If the individual that you are speaking with says "no", ask them if you can leave your resume with them for future reference and ask them if they can please consider you for future positions. If they decline to take your resume, politely thank them for their time and move on to the next office.
- ◆ Develop a network of individuals who may be helpful to you in your future job search by volunteering for campus activities and academic department activities and events. When jobs become available, hiring managers and faculty prefer to hire someone that they know and who has already demonstrated interest and skills in their activities.

DON'T:

- ◆ Demand a job. Most campus departments have limited funds available and if they are unable to offer you employment, thank them for their time and consideration and move on to the next office. Florida Tech is not obligated to offer employment to students.
- ◆ Apply for Federal Work Study jobs that you see advertised on CCN. Ineligible students are not able to apply for Federal Work Study jobs and some departments can only hire Federal Work Study students. You are wasting your time and the hiring manager's time if you apply for these positions.

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Sample Resume for College Roll

Robert Student
FIT Box 555
Melbourne, FL 32901
rstudent@fit.edu
321-555-5555

OBJECTIVE: A part-time position on campus utilizing my experience and education in Information Technology.

EDUCATION: Florida Institute of Technology Melbourne, FL
Master of Science, Computer Science
Anticipated Graduation: May 2011

ABC University City, State
Bachelor of Engineering, Information Technology
Graduated with Honors, May 2009

SKILLS: **Languages:** Java, C#, SQL, PHP
Operating Systems: Linux, Windows
Software Applications: SQL Server, MySQL, Visual Studio

EXPERIENCE: **Help Desk Technician** 2007-2009
ABC University, Information Technology Dept. City, State

- ◆ Set up new computer systems and assisted clients with software installations
- ◆ Trained staff on new systems and software packages

IT Intern Summer 2009
XYZ Company City, State

- ◆ Supported and maintained several tools/web applications used by IT department for large pharmaceutical company.
- ◆ Solved issues and implemented new tool features in C# using Windows platform applications

HONORS: **Student of the Year** 2008
ABC University Information Technology Department

- ◆ Received award for perfect grades in all classes as well as for service to the University