Quick Tips on Finding a Job:

First, read all of the sections of the Student Employment website pertaining to students, from Policies to Requirements and Resources to On the Job Expectations. Students are expected to familiarize themselves with Smith policies and procedures and know how to proceed to get paid. Keep in mind that once hired on JobX, anything regarding time sheets and BannerWeb is under the Payroll department, not Student Employment.

You will note that you have to “Agree” that you understand that jobs on JobX are for Work-Study students and only after the waiting period in spring and fall may non-aid students apply. First year students are not eligible for campus jobs outside of Dining Services and America Reads Tutoring.

Click on Students Find A Job

You have two options here:

Quick Search – provides options to find Summer Jobs, Spot Jobs, Off-Campus Jobs, All Active Jobs, etc.

Advanced Search - Allows all of the above, but also lets you narrow your search by using a keyword. For instance, if you are looking for the Boathouse Monitor job, type in as little as Boathouse and it will bring that job up for you. You can also search by department. If you’re looking for anything in Athletics, choose Athletics and it will list all of the currently advertised positions for that department.

You can also look for jobs by time frame, such as Summer, etc. and so on.

Click Click here to apply for this job, provide all the information requested in the application and attach a resume if requested. Employers are supposed to acknowledge all of their applicants. However, if this does not occur, follow up by emailing the supervisor directly, call or stop by. Many jobs are very competitive. Do your best to stand out. The Lazarus Center can also help you write a good resume and practice your interviewing skills.

Questions? Write studemp@smith.edu.