

# On Campus Jobs

Version 4

Published 10/27/2021 by [Gerald Encabo](#) Last updated 2/16/2024 4:03 PM by [Suhitha Srinivasamoorthy](#)

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## When to look

- August, December and April are the best times to job hunt on campus.
- If possible, begin your search before the start of a semester, as most college departments will want you trained and ready to go when the semester starts.

## Where to look

- Aramark Food Services
- Athletics and Recreation
- Bookstore
- C-IDEA
- Facilities
- International Student Services
- Seneca Student Federation
  
- Learning Centre
- Registration /Admissions
- Seneca Innovation
- Seneca Works
- Student Recruitment
- Student Services
- More

Students can find part-time, summer and on-campus jobs on [Seneca Works Career Portal](#).

## What to have ready

Your up-to-date resume, along with a copy of your timetable highlighting your availability, and completed OWSP Form\*

Seneca Works can help you develop a cover letter and resumé. [Find out more.](#)

## How to present yourself

Be professional, smile, make eye contact and show enthusiasm. Prepare an introduction: state your name, program, skills, and that you're looking for a job.

## FYI

\*Most on-campus jobs are funded by The Ontario Work Study Program (OWSP).

For more detailed information about the Work Study Program and on completing the Work Study Program application, speak to your Financial Aid Office on the campus you are attending.

Important Information for [International Students](#).

Get your resumé critiqued and updated in Seneca Works.