

# How to Find a **Local Part-time Job**

## ⇒ **Start With a Resume**

Most local and campus employers ask for a resume. The Career Center can assist you in the following ways:

- If you do not have a resume, pick up **part-time resume examples** hand-outs at the front desk in Gist Hall 114 or online at <http://www.humboldt.edu/career/resources/home/>. We have computers available for you to set up a resume of your own design using Microsoft Word or you can use the Winway Resume program (available only in the Career Center).
- If you have a resume draft or one that needs to be updated, stop by **walk-in hours** where a staff member is available M-Th from 11:00-1:00 for 15 minute sessions without an appointment to review your resume and answer quick questions.
- Or make an **appointment with a career counselor** at a time that fits your schedule to receive assistance in creating resumes to apply to several different types of jobs. Call 826.3341 or stop by to schedule an appointment.

## ⇒ **Check Listings Frequently**

Apply for each job with resume, application, and/or interview as requested. Go to meet employer in person whenever possible.

- **Springboard** - Register with the Career Center to view local part-time jobs at [www.humboldt.edu/career](http://www.humboldt.edu/career)...for updates like the Career Center on Facebook and follow us on Twitter!!
- Craigslist - <http://humboldt.craigslist.org>
- Indeed - <http://www.indeed.com/>
- CalJobs - <https://www.caljobs.ca.gov/vosnet/Default.aspx>
- Times Standard daily newspaper - <http://www.times-standard.com/jobs>
- North Coast Journal weekly - <http://classified.northcoastjournal.com/northcalifornia/employment/search>
- Humguide - <http://www.humguide.com/jobs>
- Humboldt County Personnel - <https://co.humboldt.ca.us/jobs/recruitments.cfm>

## ⇒ **Approach Employers Directly**

- **Generate a list of employers** with their phone numbers and addresses that you would like to work for.

Select several categories of employment to try. Here are a just a few examples of categories:

Bookstores	Hotels	Grocery Stores	Nonprofits	Recreation	Retail
Coffee Houses	Office Work	Restaurants	Theaters	Construction	Childcare

Locate local employers by walking around the downtown areas and use the Humboldt County Smart Yellow Pages in print or the electronic version at <http://www.switchboard.com/>.

- **Introduce yourself in person** to employers of interest. Develop a tag line about yourself including your name, student status, experience or interest. Present yourself in a professional manner. Dress appropriately, remember to smile and show enthusiasm for the opportunity to work. Seek out managers to ask for employment, fill out applications, and leave your resume. Record the names and dates of your contacts so you will know when to check back. If you have never approached employers directly before or are uncertain of how you come across, make an appointment with a Career Counselor to hone your presentation skills.
- **Follow Up With Each Employer.** Revisit employers as many times as needed to make contact.

## ⇒ **Explore Campus Employment**

- Many campus departments list student jobs with the Career Center. Check with Springboard on our web site.
- A few campus employers traditionally hire larger numbers of students. They include:
 

University Center	Dining	Athletics	Admissions & Records
Library	Bookstore	Housing	Clubs and Activities
Learning Center	University Advancement		
- Remember to approach any campus office in-person and with a resume to see if they are hiring.

## ⇒ **Sign Up for Job Skills List**

- The Career Center has 10 specialized categories called “Job Skills List” which connects community members who have work available with students who need part-time work. Sign up with your name, phone, experience and desired pay rate in one or more of the following areas: carpentry, child care, clerical/computer skills, gardening, labor/painting, housekeeping, moving, private care (elders and disabled), tutoring, and typing/clerical.
- Community members call our office to request a list of students. They will call you and interview you if interested.
- Be prepared to show your student I.D. in order to sign up on the Job Skills List. Remember to sign up again at the beginning of each month as the lists are restarted monthly.

⇒ **Work Study?**

⇒ Certain campus and community jobs are available only for students who have Work Study. If you have Work Study, go to <http://www.humboldt.edu/career/students/> for details. If you do not know if you have a Work Study award, check on-line under your financial aid status.

⇒ **Part-time Job Leads**

Here are **just a few leads** where HSU students have at one time or another obtained part-time work. They may or may not

**BAYSHORE MALL**

There are 70 stores at the Bayshore Mall. Smaller stores may advertise through the mall website at <http://bayshoremall.com/careers>. Bigger stores have on-line listings and applications and include Kohls, Ross, Sears, TJ Maxx, Petco, Bed, Bath and Beyond and Pier 1.

**CASINO'S**

**Blue Lake Casino** <http://www.bluelakecasino.com/careers/job-openings/> Human Resources, Blue Lake, 668.9770  
Check out website for current part-time openings in their 3 restaurants/bars, gas station and casino.

**Trinidad Rancheria** <http://www.cherachaheightscasino.com/employment/index.php> Human Resources Office, 677.0211  
Hires for Cher-Ae Heights Casino, Sunset Restaurant & Seascape Restaurant.

**Coming Attractions Theatres, Inc.** Go to <http://catheaters.com/> for applications. Call Minor, Mill Creek and Broadway Cinemas for openings.

**HOMES FOR DEVELOPMENTALLY DISABLED**

**Bungalow Support Services**, Arcata, 822.1731  
**Butler Valley**, Arcata, 822.0301  
**Dawnings Support Services**, Arcata, 825.9536  
**Radiant Living**, Arcata, 822.1545  
**Sterling House**, Arcata, 822.4497

**HOTELS**

Humboldt County Smart Yellow Pages or Humboldt Lodging Guide [redwoods.info/category.asp?category=Lodging](http://redwoods.info/category.asp?category=Lodging) lists hotels in Eureka, McKinleyville, and Trinidad. Hires for front desk clerks and housekeeping.

**Northcoast CalSOAP Consortium**

Humboldt County Office of Education 441-3973  
<http://www.humboldt.k12.ca.us/cal-soap/>  
CalSOAP hires college students with financial need as tutor/advisor to elementary, high school and community college students. Look for openings on Springboard.

**RECREATION**

**Blue Lake Parks & Recreation** <http://bluelake.ca.gov/city/parks-and-recreation#Job%20Opportunities>

111 Greenwood Ave., Blue Lake, 668-5655  
Hires recreation specialists & leaders, after school & summer program coordinators.

**City of Arcata Parks & Recreation**

<http://www.cityofarcata.org/departments/parks-recreation>  
736 F Street, Arcata, 822.7091

Hires recreation leaders, lifeguards, gym supervisors, gymnastic instructors.

**City of Eureka Parks & Recreation**

[http://www.ci.eureka.ca.gov/depts/recreation/recreation\\_employment.asp](http://www.ci.eureka.ca.gov/depts/recreation/recreation_employment.asp)

Adorni Center, 1011 Waterfront Drive, Eureka, 441.4248  
Hires recreation leaders, referees, gym supervisors, scorekeepers.

**McKinleyville Parks & Recreation**

<http://mckinleyvillecsd.com/current-job-openings>

1656 Sutter Rd., McKinleyville, 839.9003  
Hires outdoor school recreation leaders, scorekeepers, referees. Applications available on line.

**RESPIRE WORK**

**Adult Day Health Care**, 822.4866

Mad River Community Hospital, 3800 Janes Rd., Arcata

**Changing Tides Family Services**, 444.8293

2259 Myrtle Avenue, Eureka

**Eureka Adult Day Health Services**, 444.8254

Senior Resource Center of Humboldt, 1901 California St., Eureka

**HCAR**, 443.7077

525 Seventh Street, Eureka

**RESTAURANTS**

Check the Smart Yellow Pages and the "Humboldt Dining Guide" in print or on-line at <http://humboltdining.com/> listing over 50 local restaurant profiles with dining details, prices, hours and locations. Visit restaurants and apply directly.

**TEMP AGENCIES**

**Express Employment Services** <http://eurekaca.expresspros.com/>  
14 W. Wabash, Eureka, 268.1866

**Humboldt Human Resources** <http://www.humboldthr.com>  
1834 Central Ave., Suite D, McKinleyville, 839-4477

**Sequoia Personnel Service** <http://www.sequoiapersonnel.com/>  
2930 E. St., Eureka, 445.9641