How to Find a Local Part-time Job

Start With a Resume
Most local and campus employers ask for a resume. The Academic & Career Advising 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 www.humboldt.edu/acac/students/resumes-cvs-cover-letters. We have computers available for you to set up a resume of your own design using Microsoft Word, the resume creator on Springboard, or use the Winway Resume program (available only in the Academic and Career Advising Center).
- If you have a resume draft or one that needs to be updated, stop by drop-in hours where a staff member is available M-F from 10:00-1:00 for 15 minute sessions without an appointment to review your resume and answer quick questions.
- Or make an appointment with a career advisor at a time that fits your schedule to receive assistance in creating resumes to apply to several different types of jobs. Call 707.826.3341 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 Academic & Career Advising Center to view local part-time jobs at www.humboldt.edu/acac. For updates, like us on Facebook at www.facebook.com/HumboldtACAC
- CraigsList - humboldt.craigslist.org
- Indeed - www.indeed.com/
- CalJobs - www.caljobs.ca.gov/vosnet/Default.aspx
- Times Standard daily newspaper - www.times-standard.com/jobs
- North Coast Journal weekly - classified.northcoastjournal.com/northcalifornia/employment/search
- Humguide - www.humguide.com/jobs
- Humboldt County Personnel - 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 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 Advisor 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 Academic & Career Advising Center. Check Springboard on our web site.
- A few campus employers traditionally hire larger numbers of students. They include:
  - University Center
  - Dining
  - Athletics
  - Admissions & Records
  - Library
  - Clubs and Activities
  - Bookstore
  - Housing
  - Library
  - 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 Academic & Career Advising Center has 10 specialized categories called “Job Skills List” which connects community members who have work available with students who need temporary 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.
Federal Work Study?
Some campus and community jobs are available only to students who have been awarded Federal Work Study. If you have Work Study, go to [www.humboldt.edu/acac/students/jobsinternships](http://www.humboldt.edu/acac/students/jobsinternships) for details. If you don’t know if you have a Work Study award, log in to myHumboldt to view your financial aid awards, or check with the Financial Aid Office to see if you qualify.

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 have openings when you are seeking a job. Remember to make contact in person whenever possible. Ask for assistance at the Academic & Career Advising Center if you would like to develop a list of employers in your unique interest or experience area.

**BAYSHORE MALL**
There are 70 stores at the Bayshore Mall. Smaller stores may advertise through the mall website at [www.bayshoremall.com/community.php](http://www.bayshoremall.com/community.php). 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**  www.bluelakecasino.com/careers/
  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** www.cheraheightscasino.com/employment/index.php  Human Resources Office, Trinidad, 677.0211
  Hires for Cher-Ae Heights Casino, Sunset Restaurant & Seascape Restaurant.
- **Bear River Casino**  www.vscyberhosting2.com/bearriver/
  Human Resources, Loleta, CA 733.9644

**Coming Attractions Theatres, Inc.**  catheaters.com/
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

**HOME HEALTH CARE**
- **Assisted Living Services**  [www.assistedlivingservices.org/employment.html](http://www.assistedlivingservices.org/employment.html)
- **Humboldt Caregivers**  [www.humboldtcaregivers.com/](http://www.humboldtcaregivers.com/)
- **Visiting Angeles**  [www.visitingangels.com/employment](http://www.visitingangels.com/employment)
- **Multiplicity Therapeutic Services**  [multiplicityinc.com/](http://multiplicityinc.com/)

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

**NORTHCOST CALSOAP CONSORTIUM**
Humboldt County Office of Education 441-3973  [www.humboldt.k12.ca.us/cal-soap/](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](http://bluelake.ca.gov/city/parks-and-recreation)
  111 Greenwood Ave., Blue Lake, 668-5655
  Hires recreation specialists & leaders, after school & summer program coordinators.
- **City of Arcata Parks & Recreation**  [www.cityofarcata.org/departments/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/](http://www.ci.eureka.ca.gov/depts/recreation/)
  Adorni Center, 1011 Waterfront Drive, Eureka, 441.4248
  Hires recreation leaders, retirees, gym supervisors, scorekeepers.
- **McKinleyville Parks & Recreation**  mckinleyvillecsd.com/current-job-openings
  1656 Sutter Rd., McKinleyville, 839.9003
  Hires outdoor school recreation leaders, scorekeepers, retirees. Applications available on line.

**RESPITE 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://humboldtdining.com/](http://humboldtdining.com/) listing over 50 local restaurant profiles with dining details, prices, hours and locations. Visit restaurants and apply directly.

**TEMP AGENCIES**
- **Express Employment Services**  [eurekaca.expresspros.com/](http://eurekaca.expresspros.com/)
  14 W. Wabash, Eureka, 268.1866
- **Humboldt Human Resources**  [www.humboldthr.com](http://www.humboldthr.com)
  1834 Central Ave., Suite D, McKinleyville, 839-4477
- **Sequoia Personnel Service**  [www.sequoiapersonnel.com/](http://www.sequoiapersonnel.com/)
  2930 E. St., Eureka, 445.9641