

How do I find a part-time job while at Yale-NUS?

Take stock of your skills and abilities. Perhaps you organized student events in the past, managed a social media page, made video recordings of events at your school, joined debate and public speaking events, prepared and sorted paperwork, translated documents, taught or mentored younger students or led a sports team to competitions. All of these (and many more) are transferable skills that you can use to find opportunities on campus. Think about such experiences and the skills you have gained from them, and note them down.

Prepare your resume. A resume is a 1-page document that you submit as part of a job application, which summarizes your education and highlights experiences and skills you have that make you a good fit for the job. It is required by default for all applications that you submit through Symplicity or NUS TalentConnect (more on these below).

- To get started, visit [CIPE Career Resources](#) -> Writing Resumes, Cover Letters, and LinkedIn Profiles, which contains tips and samples for resume writing. Following those guidelines, use the skills and experiences you noted down (above) to prepare your resume draft.
- If you wish to have your draft reviewed, consider one of the following activities:
 - Bring your resume to one of the Rapid Resume Review sessions that take place on Fridays at the Elm Dining Hall (register for them on [Symplicity](#)-> Events-> Workshops).
 - Come to a Writing Killer Resumes and Cover Letters workshop that takes place every semester (register on [Symplicity](#)-> Events-> Workshops).

Apply for Student Associate positions. The Student Associate Programme (SAP) enables Yale-NUS faculty and administrative offices to engage students in paid part-time work on campus. Jobs vary greatly in scope, from campus tour guiding to photography, videography, event planning, social media management and research. Student Associate positions are usually posted on the [Symplicity](#) portal, as and when they become available. Peak hiring periods are at the start and end of every semester. For more information, visit the [Student Associate Programme page](#).

Be direct about the contributions you are expected to make through your on-campus job. If you have a Student Effort Contribution as part of your financial aid package, or are otherwise expected to support yourself and/or others through part-time work, mention this in your application. Potential employers will take such details into account when evaluating your application.

Engage with faculty on campus. [Read the bios of Yale-NUS faculty](#) to find a professor whose research area interests you. Then, visit this professor during their office hours or invite them to meet for lunch at the dining hall and talk about their research in more detail. These conversations help faculty get to know you better and often turn into opportunities to work on a research project as a paid Student Associate. The Heads of Study for the majors often hire Student Associates to help with event planning and website management – feel free to inquire with them about opportunities, too.

Engage with potential employers off-campus. If you cannot find a work opportunity at Yale-NUS, broaden your search to NUS. Yale-NUS students can be hired for part-time work at NUS as well, through the [NUS Student Work Scheme](#). If you are interested in research specifically but are unsure how to approach NUS faculty in a compelling way, ask one of your current Yale-NUS faculty if they can introduce you to a colleague whose research you are interested in.

Visit NUS TalentConnect. [This portal](#) is the NUS equivalent of our Symplicity portal. It gives you access to postings for part-time jobs and internships throughout the year.

Join the Yale-NUS College student groups on Facebook, particularly **Yale-NUS College Community** and **Yale-NUS Opportunities (YNC-Opps)**. Students and staff often post announcements there about jobs on and off campus.

Read College newsletters. Those may also contain opportunities for on-campus work.

Visit CIPE. If you've followed all the steps above and applied for multiple positions, but haven't been able to secure one, contact CIPE at cipe@yale-nus.edu.sg for advice on polishing your application materials (e.g., your resume and cover letter) and further strategies for seeking employment.