

# On-Campus Student Employment Guide 2025-2026

## Student Career Services

Working part-time on-campus is a fantastic way to earn some money, build your network, and develop skills for your future. Each year several StFX departments hire students in various roles depending on need and budget.

### When and how are the jobs advertised?

As campus is busy in September, most on-campus jobs are advertised in the December to March timeframe for jobs that will start in the summer and the upcoming academic year. There are a limited number of jobs that are advertised the last week of August/first week of September. Most departments will advertise their opportunities through their website, bulletin board posters, general email to students, SCS Moodle job board, STFX Human Resources dept, or word of mouth. Before applying for a job, students should consider their availability and time commitments.

### How to Apply?

The typical application process includes submitting a cover letter, resume, transcript, copy of the student's class schedule, or application form. The job ad will tell you specifically what you need to do to apply. When applying, follow the department's instructions on how to apply. Need help with updating your cover letter and resume contact the Student Career Services. See the last page for more information.

### What is the Interview Process?

Once the department reviews the applications, they will contact the students they wish to interview. Interview lengths can be from 20 minutes to 60 minutes. Arrive at least 10 minutes early for your interview and dress appropriately. The department will select whom they wish to make a job offer. After the successful candidate accepts the job, the department may contact the non-selected candidates.

## Strategies for Success

### Job Search Tips

- Place a note in your calendar or a reminder on your phone to start job searching in January.
- Start updating your cover letter and resume before the jobs are advertised.
- Join the Student Career Services Moodle and have jobs emailed to you.
- Give bulletin boards a quick glance the next time you are walking through a building. Sometimes departments will only place posters around campus to advertise their jobs.

### Application Tips

- Read the job ad and identify the skills, knowledge, and experience that the department is looking for in the ad. Review your background and experience and identify how you demonstrated your ability with that skill.
- Keep a copy of the job ad for future reference (can create potential interview questions from the job ad).
- Apply before the deadline. Some departments will not accept late applications.
- If the job ad requests a cover letter, resume, and transcript, attach the items as one attachment, preferable as a PDF in the order indicated. The attachment should be titled, Your Name\_Name of Job.

## Cover Letter Tips

- A cover letter is one-page, single space document that shares why you are a good fit for the job.
- Review the department's website to learn more about what they do. Check your spelling and grammar. Customize the cover letter for each job.
- If you use AI to write your cover letter, read it over and remember to personalize it before submitting it. AI is helpful to start, but a cover letter still needs a human touch!

## Resume Tips

- Get your resume reviewed by a career education professional (i.e., Student Career Services) BEFORE you apply.
- Check for spelling, grammar, presentation, consistency with information/formatting.
- Limit your resume to two pages, which includes information from the last three to four years.
- Keep resume concise - stay away from using the phrases "responsible for" or "duties include." Start your statements with the action verb: "Managed...", "Organized...", "Implemented..." etc.

## Interview Tips

- Review the job ad as you can create interview questions from the qualifications in the job ad.
- Practice potential questions. The Student Career Centre has interview question tip sheets.
- Be specific with your answers. Include enough detail that the interviewer(s) get to know the story. This is the biggest complaint Student Career Services hears from on-campus departments.

## Once you get the Job

- Do your best work as you could potentially use your supervisor as a future reference.
- Ask questions if you do not know how to do something. Take notes. Take initiative and demonstrate an interest in the work assigned. Meet others in the office/department in addition to your team and supervisor.

# On-Campus Job Departmental List

The availability of on-campus jobs is dependent on the department's need and budget. This list is only for reference. The department may or may not be hiring this academic year and/or summer. The Student Career Services does not accept unsolicited resumes. How to read the Table: CL (Cover Letter), R (Resume), RE (References), AF (Application Form), T (Transcript), AY (Academic Year), S (Summer)

Please note the STFX Human Resources department will also advertise student roles. Please visit their [website](https://www.stfx.ca/people-culture/careersx/employment-opportunities/student-employment) or visit

<https://www.stfx.ca/people-culture/careersx/employment-opportunities/student-employment>

Department	Job Title(s)	Job Duration	When Jobs are Advertised	What is Needed to Apply
Angus L. Macdonald Library	Library Student Assistants (LSA)	AY	Jan / Feb for upcoming Sept	CL, R, RE, & AF
Angus L. Macdonald Library	Summer Library Student Assistant	S	Dec/Jan and as needed	CL, R, RE, AF
Animal Care Facility	Animal Care Assistant	All Year	As needed	CL, R
Ancillary Services	Student Marketing Coordinator	Summer	April	CL, R
Annual Giving - Development	Student Callers - Fundraising	AY	End of Aug-1st week of Sep	R & AF – Drop off in person
Anthropology	Research/Department Assistant	All Year	Throughout the year and as needed	CL, R
Art Gallery	Student Assistant	AY	As needed.	CL, R, RE.

Department	Job Title(s)	Job Duration	When Jobs are Advertised	What is Needed to Apply
Athletics & Recreation	Various Roles	Sep to Feb	Winter semester or as needed	R, AF. Visit Dept's website. (goxgo)
Recreation Summer Camps	Camp Coordinator Camp Leader	S	March/April	CL, R
Biology*	Lab Demonstrators	AY	As needed	Visit Dept's website
Bloomfield Hub	Student Coordinator Student Staff	AY	February	R
Business Administration	Research Assistant	AY	As needed	CL R, T
Campus Store	Customer Service	AY	Ongoing, as needed	R, dropped off camps store
Campus Tours	Tour Guide	AY	Ongoing, as needed	R and Class Schedule
Coady Institute	Summer Interns	S	February/March	CL and R
Chemistry	Teaching Assistant	AY	August, December	CL, R
Diversity Engagement Centre	Student Leaders	AY	Mar to June	CL, R
Facilities Management	Various	S	As needed	R
Frank McKenna Centre for Leadership	Student Assistants	AY	As needed	Check Dept's website
IT Services	Web Analyst	All Year	As needed	CL, R
IT Services	Contact Centre Representatives	All Year	Feb for the upcoming Sep	CL, R
Modern Languages, Celtic Studies and Art Departs	Model Assistants in Art Department, Spanish Lab Instructors	AY	Usually, Aug	CL, R
Nat. Collaborating Ctr for Determinants of Health	Student Assistant	All Year	Ongoing as needed	CL, R
Rankin School of Nursing	Student Nurse Project/Research Assistant	S	Mar-Apr	CL, R
Registrar's Office	Student Registration Assistant	S	Mar/Apr	CL, R
Religious Studies	Research Assistant, Interview Transcriber, Website Designer/	All year	Throughout the year as needed	CL, R, T
Residence Life	Community Assistants	AY	December & early Jan	AF, Residence Life Office.
Security	Student Leaders-X-Patrol	AY	As needed	Visit Dept's website.
Service Learning	Student Leader	AY	Jan	CL, R, RE, T
Sodexo	Various Roles	AY	As needed	Pick up an application at Morrison Hall.
STFX Summer Hotel	Front Desk Agent/Reception, Bar Services	S	Feb/Mar	CL, R
Student Life	Student Transition Coordinators/Student Services Project Assistant	S	Feb/Mar	CL, R
Student Success Centre	LEAP Helper, SSC Student Tutor	All Year	Feb to Jun	CL, R
Students' Union	Various Roles	AY	Winter semester or as needed	Visit theU's website
Summer Conferencing	Front Desk Agent/Reception	S	Feb/Mar	CL, R

Department	Job Title(s)	Job Duration	When Jobs are Advertised	What is Needed to Apply
Teaching and Learning Centre	Student Research Assistants	S	As needed	CL, R
The Inn - U	Bartender, Server, Busser, Security, Student Manager	AY	As needed/Jan	CL R, T, AF
Tramble Centre for Accessible Learning	Note takers, Proctors, tutors	AY	As needed.	Connect with TCAL
University Housing	Student Storage Room Attendant	Part time	Feb/Mar	R
Various academic faculties	Research/Student Assistants	AY and S	As needed	Contact faculty to whom you want to work and ask about student jobs.
X-Chem Outreach	Summer Leaders	S	Mar	CL, R, T
X-Oceans	Outreach Facilitators	S	As needed	CL, R
XREC	Welcome Desk Membership and Facility Clerk	AY and S	May to Aug	CL, R, First Aid Certification

\*Note: Other science programs may also need lab demonstrators. Please ask your department chair/professor about potential employment opportunities within the department.

### Off-Campus Jobs

Many businesses/organizations in Antigonish will hire students for the academic year or summer. Additionally, students can also check the [jobbank.gc.ca](http://jobbank.gc.ca) website and type “Antigonish” as a location search.

## Where to Get Help

### StFX Student Career Services

<https://www.stfx.ca/student-services/support-services/student-career-centre>

**Danielle Fraser**, Career Transition & Employment Coordinator (EDGE program) | [defraser@stfx.ca](mailto:defraser@stfx.ca)

**Glenice Glasgow**, Career Transition & Engagement Coordinator (YEI) | [gglasgow@stfx.ca](mailto:gglasgow@stfx.ca)

**Jane MacDonald**, Manager, Student Career Services, Co-op Education, & Work Experience Initiatives | [jmacdon@stfx.ca](mailto:jmacdon@stfx.ca)

## Upcoming Event for Students

### On-Campus Job Fair

Date: Thursday, January 15, 2026 | Time: 11:30 am to 1:30pm | Location: MULH Foyer/Scholar's Walk  
The Career Centre will invite on-campus departments/faculty who hire students to setup a booth to distribute information about their hiring processes. If you are a STFX student who is looking for employment in the summer 2026 or academic year 2026-2027, this event is a must attend!

### Something to Remember

Attending post-secondary is expensive. Most students will look for work to help reduce the cost. Looking for a job takes time and effort. If you are too busy to apply for a job, do you have time to work? In addition, StFX has a Financial Aid Office that administers a bursary program. Visit their website to learn more about the bursary program.