



SUNY Broome Offices that Hire Student Employees



Center for Career Development
SUNY BROOME

Below is a list of offices at SUNY Broome who hire students as on-campus employees. These positions can be Federal Work Study or Non-Federal Work Study. Please reach out to the office directly for further information. ***This DOES NOT indicate they have current openings- just that they hire students.***

Department Name

Admissions
 Advisement
 Art and Design
 Bachelor Partnerships Office
 Business Programs
 Center for Career Development
 Civic Engagement
 Communications and Media Arts
 Computer Science
 Counseling
 Dean of Students
 Dean Liberal Arts
 Decker Support
 Engineering Science and Physics
 Facility Improvements
 Finance Office
 Health Sciences
 Human Resources
 Ice Center
 IT Academic Support
 Learning Assistance Center
 Learning Resource Center
 Library
 Mailroom
 MarCom

How to Find Them

- 1** **Check the SUNY Broome Website**
 - Find the department email
 - See the guide below for sending a professional inquiry email
- 2** **No email? No Problem**
 - Find the department phone number and give them a call
 - See guide below for an example of phone etiquette when calling to inquire about a position
- 3** **Drop by their office**
 - Some departments have their locations on their web page
 - If you can't find the physical location, utilize the campus directory
 - See the guide below for an example of professionalism when inquiring about a position in person.
- 4** **Purple Briefcase!**
 - If you didn't start with purple briefcase, you may have missed many opportunities already posted there!
 - You can find both on-campus and off-campus part time employment, as well as internships on Purple Briefcase

Payroll
 Public Safety
 Performing Arts/Music
 Performing Arts/Theater
 Plant Operations & Maintenance
 President's Office
 Registrar
 Student Activities
 Teacher Ed and Early Childhood Ed
 VP Admin and Financial Affairs
 VP Student Affairs



Don't forget to schedule an appointment with your Career Coach via Starfish for help with any of this process!



Do you hire student employees and you're not on the list?

Please email careercenter@sunybroome.edu and let us know so we can keep this list as up to date as possible!

Other opportunities

Please keep in mind these are not the only opportunities! In addition to additional student employee on-campus opportunities that may exist, you always have the option to seek off-campus employment. Many part-time jobs are posted on **Purple Briefcase** that you may be interested in!



Need Help Reaching Out?

Sometimes making that call or sending that email to inquire about an open position can be difficult and out of our comfort zone. Confidently communicating in a professional manner can help!



Read our suggestions below for suggested professional email communication when reaching out to inquire about a position!

Email Example

From: hornets@acad.sunybroome.edu
To: careercenter@sunybroome.edu



Make sure you use your official SUNY Broome email so the department knows you are a student right away!

Subject: Student Assistant Inquiry

Hello,

My name is Stinger Hornet, and I am a SUNY Broome student in the Hospitality program. I am looking for an on-campus job and saw you hire student assistants. I am writing to inquire whether or not you have any availability to hire a student as I would be extremely interested in a role within your department.

I appreciate your time and consideration. I have attached a copy of my resume for your review.

Thank you,
-Stinger Hornet



If you have a resume, it is a great idea to attach it to this email! If you don't, that is okay too. However, you can visit the Center for Career Development to create one!

Phone Call Example

Hello,

My name is Stinger Hornet, and I am a SUNY Broome student in the Hospitality program. I am looking for an on-campus job and saw you hire student assistants. I am calling to inquire as to whether or not you have any availability to hire any students at this time. I am extremely interested in a role within your department.

In-Person Example

Helpful materials to bring along:

- Resume
- Class Schedule
- Something to take notes with

Hello! My name is Stinger Hornet, and I wanted to talk to someone about the potential for student employment opportunities. I saw that you hire students and I am extremely interested in a role within your department if you have any current availability.

Remember!

You can schedule a meeting with your Career Coach via Starfish for help creating a resume, cover letter, interview preparation, and to answer any of your professional development questions! Don't hesitate to utilize the Center for Career Development! (Applied Technology 101)