

FLASHPOINT CHICAGO

A CAMPUS OF COLUMBIA COLLEGE HOLLYWOOD

PART-TIME EMPLOYMENT RESOURCES

Career Services assists students with their overall professional development throughout the student life cycle. The department's main focus is to provide students with the resources, tools, support, and guidance to secure internships while in school, as well as provide job search assistance upon graduation in order to assist recent graduates in securing opportunities within their field of study. We understand that current students may need to secure general part-time employment throughout their time at Flashpoint Chicago.

Below are a few sites to search for general part-time opportunities:

www.simplyhired.com

www.indeed.com

www.snagajob.com

www.offstagejobs.com

www.chicagoartistsresource.org

www.jobhero.com

Internship/Part-Time Job Board

Career Services also posts part-time employment opportunities via the Student Portal. These are mainly internship and industry specific opportunities, **not** general employment (retail, food service, hospitality, etc.) This is also where Federal Work Study positions available on campus will be posted. You may access the Internship/Part-Time Job board at:

<http://flashpoint.portal.columbiacollege.edu>

Workshops

Career Services offers workshops to address essential topics related to carrying out an effective job search. Workshop dates and location will be sent out via email to all students.

Workshop topics include:

- Résumé Writing
- Cover Letters & Thank-You Letters
- Professional Correspondence
- Interviewing
- Networking

Department Resources

Students can visit the Career Services section of the school's website, where they can access a variety of professional development resources:

<https://flashpoint.columbiacollege.edu/professional-industry-resources/>

Password: careerservices

Office Hours

Should students have any questions or cannot attend workshops on campus, they are welcome to schedule an appointment to meet with Career Services by emailing

flashpoint.careerservices@clumbiacollege.edu