



Tips for Landing Student Employment at ONU

- Seek jobs:
 - ✓ First week of each semester, and the 8th or 9th week of each subsequent semester.
 - ✓ Before leaving at the end of spring semester (for fall jobs).
- Call ahead to determine who does the work-study hiring. Ask to meet w/ that person.
- Dress up...nice school clothes.
- Provide a resume.
 - ✓ If you don't have a resume, create one using Jobipedia.org FREE RESUME GENERATOR.
- Provide a Work Availability Schedule.
 - ✓ TIP: Lunch hours are some of the more difficult hours for staff to cover. If you can be available during the lunch hour (11a-1p), that may sometimes get you hired.
- HINT:
 - ✓ Watch for various offices or organizations hiring events when student are interviewed and hired for next academic year.

- **List of Offices**

Academic Affairs
 Admissions Office
 Alumni Office
 Art Department
 Arts & Sciences College
 Athletic Department
 Barnes & Noble Bookstore
 Biology Department
 Business Administration
 College
 Business Services/Risk
 Management
 Career Services
 Chaplain/Religious Life
 Chemistry/Biochemistry
 Department
 Child Development Center
 Civil Engineering
 Department
 Communication Arts
 Department
 Communication Skills Center
 Controller's Office
 Counseling Center
 Dining Services
 Drug Information
 Education Department
 Electrical & Computer
 Engineering & Computer
 Science Department

Engineering College
 English Department
 Financial Affairs
 Financial Aid Office
 Freed Center for the
 Performing Arts
 Health Center
 Heterick Library
 History & Politics Department
 Human Performance & Sports
 Sciences
 Human Resources
 Information Technology
 Institutional Research
 Intercultural Center
 International Recruiting
 King-Horn Center
 Law Admissions
 Law Alumni
 Law Career Service
 Law College
 Law Development
 Law Library
 LL.M. Program
 Mechanical Engineering
 Department
 Mail Room
 McIntosh Center
 Math & Statistics Department

Modern Languages
 Department
 Music Department
 Northern Review
 Nursing Department
 Prison Management
 Program
 Pharmacy College
 Physical Plant
 Physics & Astronomy
 Department
 President Emeritus
 President's Office
 Printing Services
 Psych, Soc & Crim Justice
 Department
 Purchasing Office
 Registrar's Office
 Residence Life
 Security Office
 Student Affairs
 Technology Studies
 Department
 The Inn at ONU
 University Advancement
 University Communications
 & Marketing
 University Warehouse
 Yearbook
 WONB

Polar Careers, Student Success Center | Division of Academic Affairs

OHIO NORTHERN UNIVERSITY

PHONE: 419-772-2145 | EMAIL: career@onu.edu | WEB: <https://my.onu.edu/polar-careers>

