



# Finding Part-Time and Work-Study Jobs

## ON CAMPUS JOBS

### *University of Portland Resources*

- [Student Employment Job Board](#) – Find and apply for ALL on-campus work opportunities here!
- Community Service Work-Study is an opportunity for students with Federal Work Study awards to earn their awards while works for various non-profit organizations. Students interested in CSWS jobs should [contact the Moreau Center](#) for more information.

For questions about your financial aid package contact the [Office of Financial Aid](#) at [finaid@up.edu](mailto:finaid@up.edu) or 503-943-7311.

## OFF CAMPUS JOBS

### *Handshake*

As a UP student, you already have access to numerous off-campus job and internship postings through [Handshake!](#) Handshake is the centralized hub for internships, part-time, and full-time opportunities. It personalizes career recommendations based on YOUR interests. Simply login to Handshake using your UP credentials, fill out your profile, and start searching for opportunities that interest you. As a UP student or alumni, you will be able to:

- Connect with over 250,000 employers — from local nonprofits to Fortune 500 companies
- Find and apply to internships, jobs, career events, job fairs and more!

**Disclaimer:** *The university does not endorse or recommend employers, and a posting does not constitute an endorsement or recommendation. It is the responsibility of students to perform due diligence in researching employers when applying for or accepting private, off-campus employment and to thoroughly research the facts and reputation of each organization to which they are applying. See the Career Education Center website for [3 Signs a Job or Internship Posting May be Fraudulent](#).*

### *General Search Links/Job Search Engines*

- [College Central Network](#)
- [Indeed](#)
- [Idealist](#)
- [USA Jobs](#)
- [Internships.com](#)
- [Simplyhired](#)
- [Careerbuilder](#)
- [WorkSource Oregon](#)

### *Regional Job Search Resources*

- Community Nonprofit Resource Group (CNRG): <http://www.cnrg-portland.org/>
- Mac's List: <https://www.macslislist.org/macslislist/>
- PDX Pipeline: <http://pdxpipeline.com/jobs/>
- [WorkSource Oregon](#)
- PDX MindShare: <https://pdxmindshare.com/>
- Silicon Florist: <http://siliconflorist.com/jobs/>
- Portland Tech Jobs: <http://portlandtech.org/>

Local news sources/classifieds (Oregonian, Portland Tribune, Willamette Week, The Portland Mercury)  
Google: Search for specific types of employers by location – “Environmental Non-Profit near Portland, OR”

### ***Industry Links***

Professional Association Job Boards – The Career Education Center has a list of professional associations  
Specific to the industry: Such as thelabrat.com for biotech and research, ecojobs.com for environmental positions  
General sector links: Such as idealist.org for non-profits, USAjobs.gov for government positions  
Job postings on specific employer websites

### ***Switchboard***

Looking for a babysitting, nanny, or tutoring gig? Switchboard is an online platform that makes it simple for UP students, alumni, parents, and community members to easily connect with one another to ask for help and offer support in areas such as career networking, hosting, housing, advice, and events. *Ask* for what you need or *Offer* a service!

**The Career Education Center has Drop-in Hours Monday, Tuesday & Wednesday from 2 – 4 PM; Thursday & Friday from 10 AM – 12 PM during the academic year.** During summer term or school breaks, appointments should be scheduled in advance.

- If Drop-in Hours don't work for you, please call the CEC to request an appointment – or schedule online anytime using Handshake!