



On-Campus Employment

Students seeking on-campus employment should first complete the resume template and attend an on-campus employment workshop.

- Take your resume to any of the below departments.
- If the department is hiring, the contact person will provide you with an application to complete.
- If you are offered employment and do not have a social security number, please have the hiring manager complete the *Dear Prospective Employer* form. Bring the completed form to the International Student Center.

We will provide you further direction to obtain a social security number after receiving the form from you.

***Seeking on-campus employment is only one way to become actively involved with campus life here at College of San Mateo. Because on-campus employment opportunities are limited, we encourage you to get involved with:

Organization	Contact Email	Alternate Contact information
Global Explorers Club	csminternational@smccd.edu	CSM International office
Cultural Awareness Board	cultural-awareness@ascsm.org	ASCSCM
Program Services Board	programming@ascsm.org	ASCSCM

These departments hire on-campus student workers:

Bookstore/Paws for Coffee

Building 10, 2nd floor
Contact: James Peacock

Library

Building 9
Contact: Nick Dellaporta

Health Services Center

Building 1, Room 147
Contact: Gloria D'Ambra

Learning Center/Communication Lab

Building 10, 2nd floor
Contact: Michel Manneh

Learning Center/Tutoring

Building 10, 2nd floor
Contact: Jennifer Mendoza

Student life

Building 17, Room 112
Contact: Fauzi Hamadeh

Math resource center (lab)

Building 18, 2nd floor, Room 202
Contact: Lena Feinman

Writing center (lab)

Building 18, 1st floor, Room 104
Contact: Lindsey Bynum

Reading lab

Building 18, Room 101
Contact: Anna St. Amand

Science lab

Building 36, Room 110, 110A
Contact: Kathy Diamond

Business lab

Building 14, Room 101, 103, 105
Contact: Russell Cunningham

Anatomy and psychology center

Building 36, Room 217
Contact: Theresa Martin

Type your full name

Type your phone number

Type your student ID number.

Type your school email address

Objective

I am an international student seeking on-campus employment.

Available time to work

Day	Hours Available
Monday	Type the hours you can work
Tuesday	Type the hours you can work
Wednesday	Type the hours you can work
Thursday	Type the hours you can work
Friday	Type the hours you can work
Saturday	Type the hours you can work

Skills

- [Type list of skills]

Relevant Experience

[In this section type any work or volunteer experience you have. Type your 2 most recent experiences. Include the name of the company/organization, your job title, start and end date, and your job responsibilities.]

Education

[In this section type your school history. Include College of San Mateo in this list. Be sure to type your major and what semester and year you started at CSM.]

Charlie Brown

650-574-6542

G00000000

Cbrown3@my.smccd.edu

Objective

I am an international student seeking on-campus employment.

Available time to work

Day	Hours Available
Monday	10 a.m.-12 p.m.; 2 p.m.-6 p.m.
Tuesday	7 a.m.-9:30 a.m.; 12:30 p.m.-1:30 p.m.; 4 p.m.-7 p.m.
Wednesday	10 a.m.-12 p.m.; 2 p.m.-6 p.m.
Thursday	7 a.m.-9:30 a.m.; 12:30 p.m.-1:30 p.m.; 4 p.m.-7 p.m.
Friday	10 a.m.-12 p.m.
Saturday	All day

Skills

- Microsoft Word; Excel; Powerpoint
- Answering phones
- Email
- Working with people

Relevant Experience

Red Barron Café

Barrista, June 2014-December 2014

Made coffee, provided customer service, cashier, answered telephone.

Private Tutor

Tutor, January 2015-May 2015

Tutored students in Math (pre-algebra and algebra)

Education

College of San Mateo Fall 2017-current

Major: Business Administration



**International
Education Program**
college of san mateo

Dear Prospective Employer,

The Social Security Administration has informed our office that in order to issue a social security number to an international (F-1) student it will require a verification of the following:

1. Employer name and name of department or division;
2. Title and brief description of the job.

This information should be provided in writing to the International Student Center by the prospective employer. The International Student Center will then issue a letter by which the student may apply for a social security number.

Thank you for your attention.

Chris Burwell-Woo
International Education Program
Program Manager/PDSO

For your convenience please use this portion to provide the required information

Student's Name: _____ G # _____

Name of Organization Offering Employment: _____

Department or Division: _____

Job Title: _____

Brief Job Description: _____

Anticipated Duration of Job: _____ Hours Per Week: _____

Employer's Name: _____

Employer's Signature: _____ Date: _____

Employer's Phone Number or Email: _____