

MARKET YOUR EXPERIENCE

ON-CAMPUS EMPLOYMENT

Let's talk about your on-campus employment experience

Student Workers provide support to full-time staff and faculty through coordinating basic office duties, assisting with programs and projects, and connecting with other students. Through the variety of positions on campus, you will develop skills as you interact daily with faculty, staff, and students. Your experience will be beneficial for future roles that help you grow as a professional.

Sample action verbs

Action verbs highlight the task you've completed and make your statements stand out.

When you supported students:

Advised, Informed, Educated, Recommended

When you managed a team:

Facilitated, Mentored, Cultivated, Guided

When you changed or improved something:

Developed, Restructured, Updated, Integrated, Redesigned, Strengthened

When you increased efficiency or productivity:

Enhanced, Maximized, Improved, Advanced

When you led a project:

Coordinated, Executed, Delegated, Programmed, Organized, Operated

When you envisioned and brought a project to life:

Developed, Established, Implemented, Formulated, Initiated, Charted

Skills gained

Data Entry	Time Management
Administrative Tasks	Teamwork
Customer Service	Adaptability
Computer Skills	Communication
Problem-Solving	Adaptability
Organization	Leadership

Sample action statements

Office Worker

- Provided administrative support by managing front desk operations, answering phone calls, and responding to student inquiries
- Contributed to the planning and execution of # department events, assisting with set-up and breakdown, and ensuring a smooth event flow
- initiated and implemented a [mention specific initiative or project], positively impacting the experience of [target audience]
- Assisted in training new student workers, sharing insights into daily responsibilities, fostering a welcoming environment

Resume resources

- Attend resume-building events that we hold each semester
- Find resume building resources on our website or Handshake Career Center page
- Bring your resume to our Drop-in Hours, if you're just getting started or need a quick review
- Login to Handshake to schedule an appointment for an in-depth resume review
- Utilize LinkedIn Learning for free - just use your TXST email
- Submit your resume to our online resume review portal

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Sample action statements, continued

Recreational Sports

- Managed day-to-day operations such as machine set-up and maintenance, scheduling appointments, and resolving gym member inquiries
- Created and led [specialized fitness classes], incorporating different strategies to address different interests and fitness goals
- Served as a mentor to new staff members, facilitating training sessions
- Provided guidance and support to gym members seeking advice on exercise routines, fitness goals, and healthy lifestyle habits

Library

- Aided students and faculty in locating and accessing resources such as library books, materials and research databases
- Assisted in regular inventory checks, contributing to the accuracy of library system
- Assisted in training new library workers, sharing insights into library procedures and fostering a supportive team environment
- Collaborated with academic departments through educational programs such as [specify programs], helping student's academic and personal development

ITAC Student Worker

- Provided technical support to faculty, staff, and students by troubleshooting hardware and software issues, resolving technical problems, and providing guidance on IT-related inquiries.
- Assisted with network administrative tasks, such as user account management, network connectivity troubleshooting, and security protocols implementation.
- Responded to help desk tickets and inquiries, logging incidents, tracking resolutions, and providing timely updates to users regarding the status of their requests

Chartwell's Dining Services

- Provided efficient and friendly service to customers, ensuring a positive dining experience
- Demonstrated strong communication skills by effectively communicating with customers and coworkers to address inquiries, resolve issues, and uphold service standards
- Assisted in food preparation and service, including portioning food items, assembling orders, and operating cash registers
- Upheld food safety protocols by following proper handling procedures, monitoring food temperatures, and adhering to health and safety regulations

Become career ready

Career Readiness is a key to ensuring successful entrance into the workforce. Be ready for your future job through these skill competency areas:

- Advocacy & Compassion
- Career & Self Development
- Communication
- Critical Thinking
- Leadership
- Professionalism
- Teamwork
- Technology

Connect with Career Services

You're not alone on your career journey. Career Services at Texas State is here to help you as you explore your career options, grow your network, job seek, apply to jobs, and continue to grow as a Bobcat professional.

You can stop by the Career Services office for Drop-in Hours, Monday through Friday, between 10 a.m. and 3 p.m. to get quick answers to your career questions.

Visit our website to explore our many free services, available to both students and alumni.



Potential interview responses

Student leadership provides preparation for the professional world upon graduation. Your org experience has allowed not only personal growth, but a strong foundation for success in any professional role you pursue. During your interview, you can set yourself apart with unique responses that highlight your organizational work.

Describe a time where you were faced with a difficult person/situation. How did you approach it, and what steps did you take to find a solution.

- Skills to Highlight: Critical Thinking
 - You could mention a specific interaction with an individual while working your on-campus job. How did you recognize and approach the problem, and strive to resolve it?
 - Focus on your approach and highlight the strategies you used to remain calm, composed, and focused.

Can you describe your leadership style and how it has evolved over time?

- Skills to Highlight: Professionalism
 - Working on-campus will definitely contribute to your leadership development. Also, speak to how having this position has helped in your personal and professional development. Focus on the skills you've learned, how you were able to help support students as a part of these campus services. You can also highlight how your work has contributed to your overall growth as an individual.

Check out all of our guides in the Market Your Experience series. We offer guides for Residence Assistants, Executive Board members, SLAC workers, Study Abroad participants, Fraternity and Sorority Life members, Orientation Leaders, On-Campus Student Employees, Bobcat Build participants, Student Athletes, and Peer Mentors