



FLEMING

Career Services



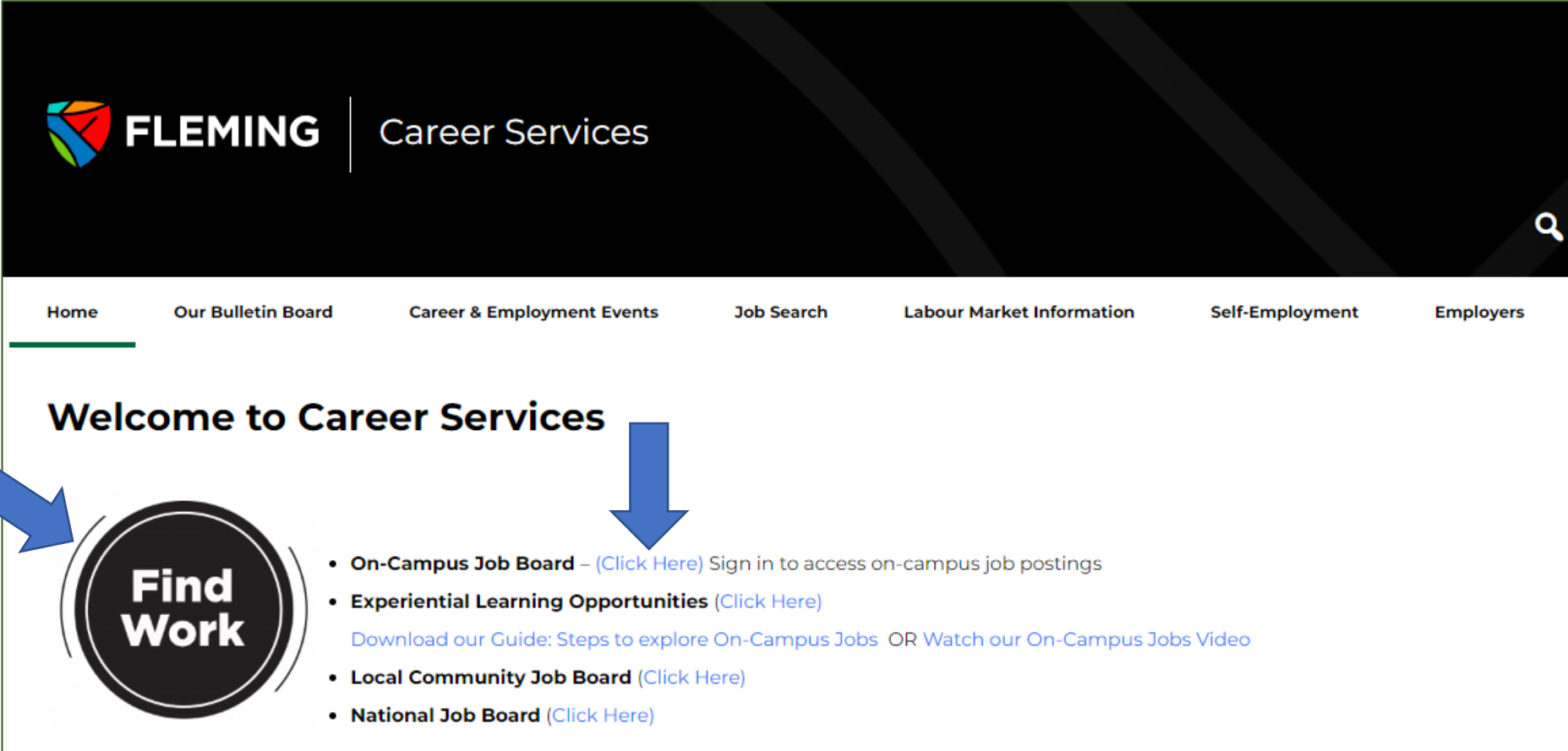
How to apply for On-Campus Jobs

Visit Fleming Career Services website:

careerservices@flemingcollege.ca



Look for the "Find Work" icon. Find "On-Campus Job Board." Select "(Click Here)."



FLEMING | Career Services

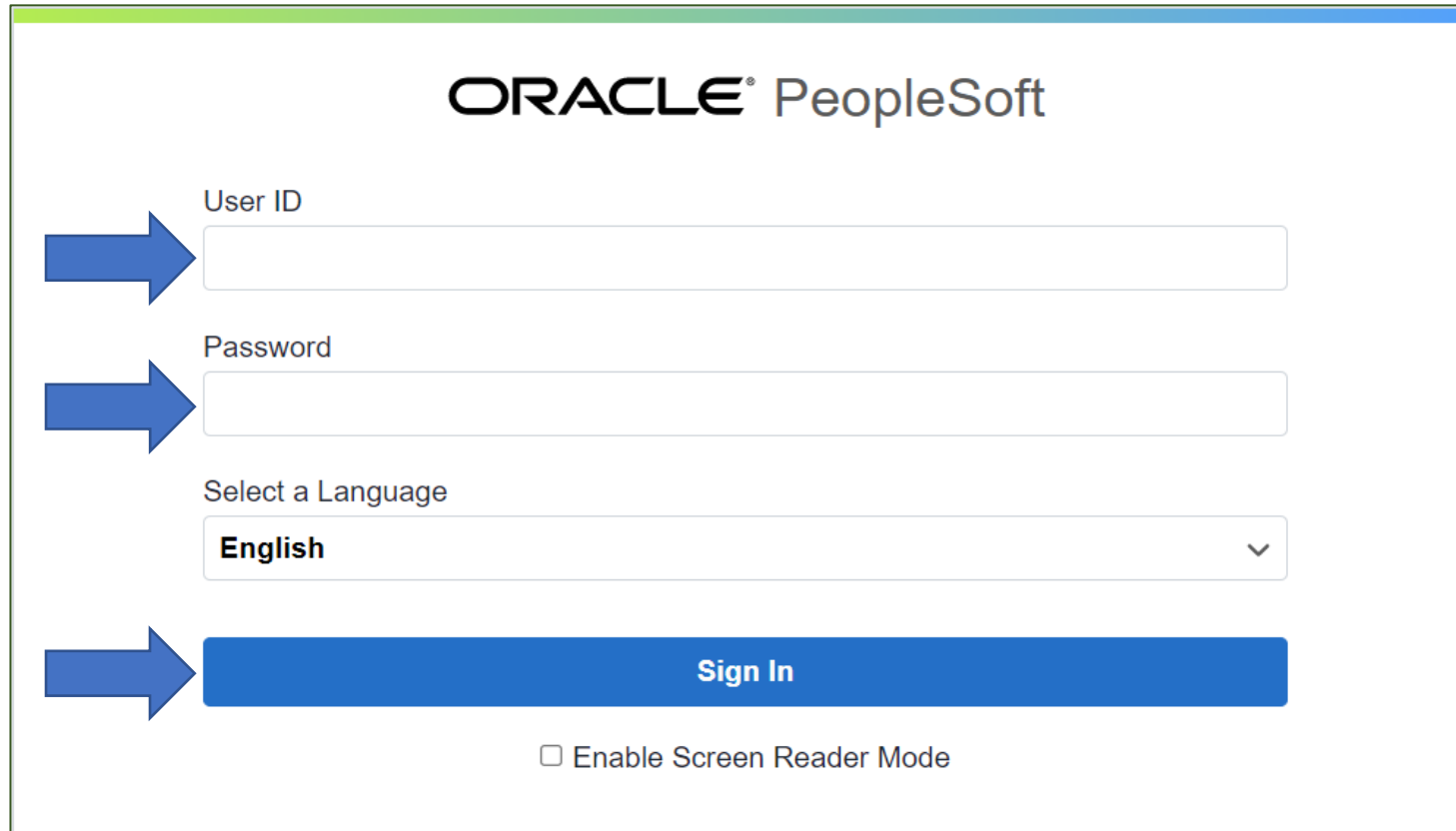
Home Our Bulletin Board Career & Employment Events Job Search Labour Market Information Self-Employment Employers

Welcome to Career Services

Find Work

- **On-Campus Job Board** – [\(Click Here\)](#) Sign in to access on-campus job postings
- **Experiential Learning Opportunities** [\(Click Here\)](#)
[Download our Guide: Steps to explore On-Campus Jobs](#) OR [Watch our On-Campus Jobs Video](#)
- **Local Community Job Board** [\(Click Here\)](#)
- **National Job Board** [\(Click Here\)](#)

On the Oracle PeopleSoft sign in page, enter in your Fleming login and password. Click “Sign In.”

A screenshot of the Oracle PeopleSoft sign-in page. The page title is "ORACLE® PeopleSoft". There are three input fields: "User ID", "Password", and "Select a Language". The "Select a Language" dropdown menu is currently set to "English". Below the input fields is a blue "Sign In" button. At the bottom of the page, there is a checkbox labeled "Enable Screen Reader Mode". Three blue arrows point to the User ID, Password, and Sign In button fields respectively.

ORACLE® PeopleSoft

User ID

Password

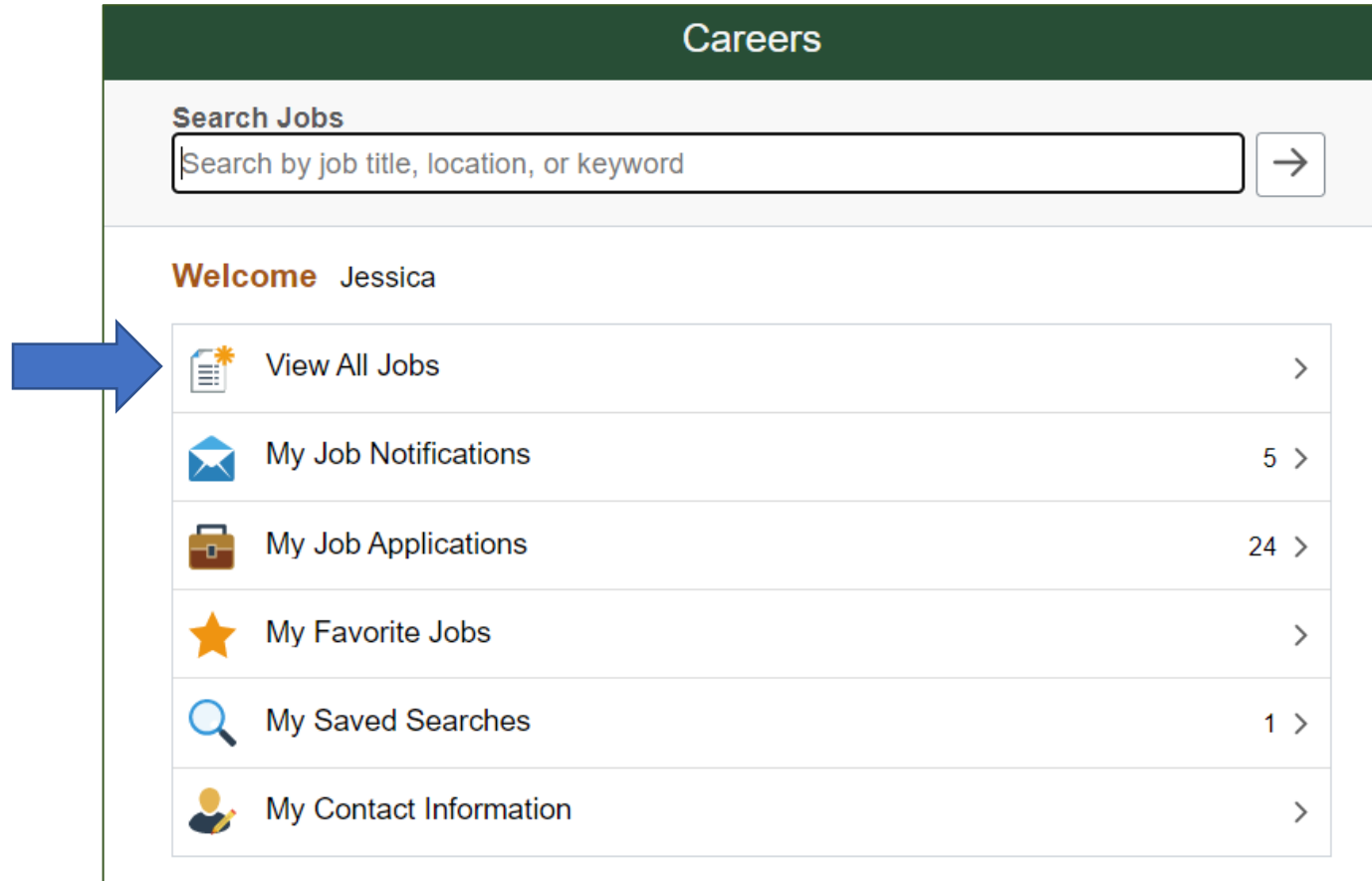
Select a Language

English







Sign In

Enable Screen Reader Mode


On the “Careers” menu page, click “View All Jobs.”

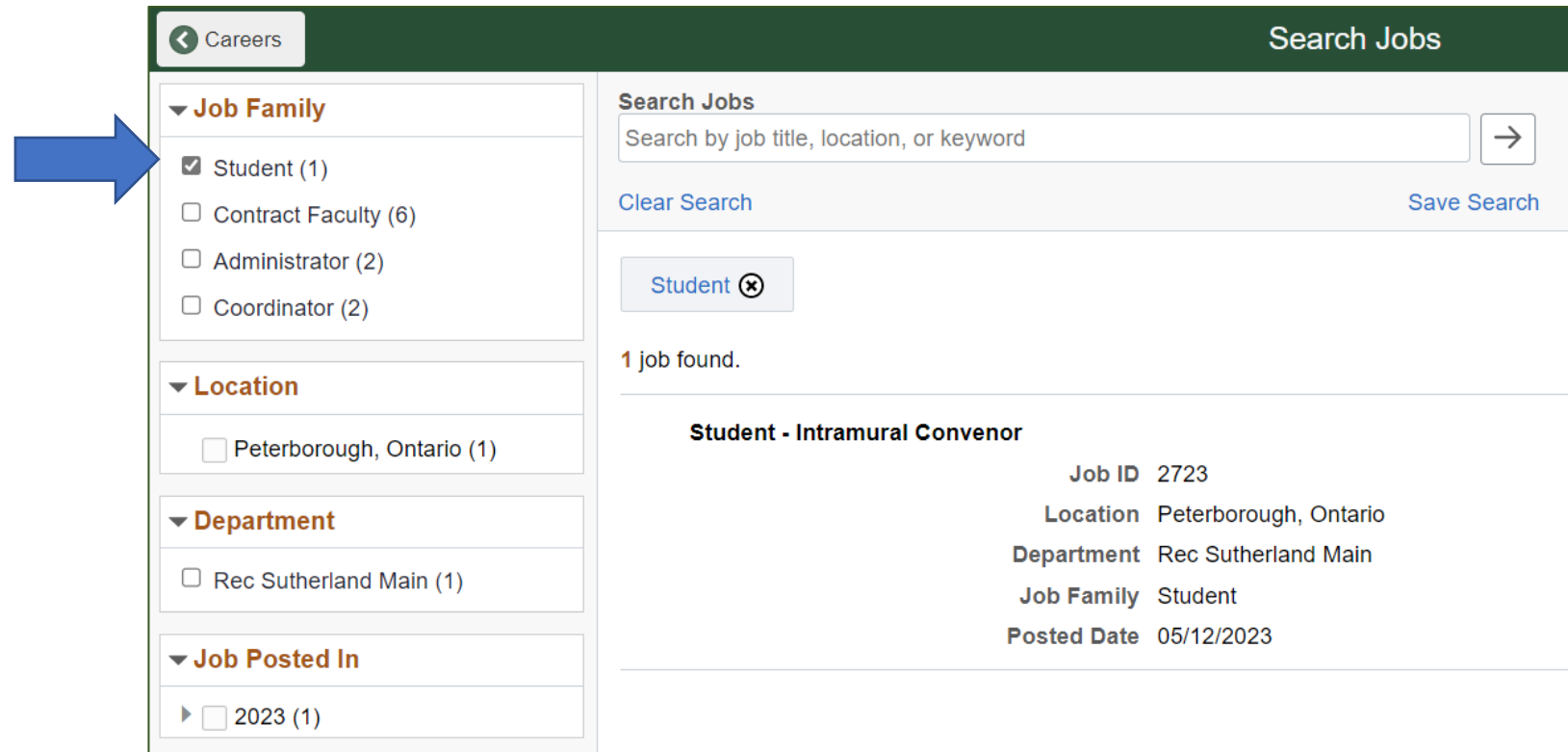


The screenshot shows a web interface for 'Careers'. At the top is a dark green header with the word 'Careers' in white. Below this is a 'Search Jobs' section with a text input field containing the placeholder 'Search by job title, location, or keyword' and a right-pointing arrow button. Underneath is a 'Welcome Jessica' section. A list of menu items follows, each with an icon, text, and a right-pointing arrow:

-  View All Jobs >
-  My Job Notifications 5 >
-  My Job Applications 24 >
-  My Favorite Jobs >
-  My Saved Searches 1 >
-  My Contact Information >

A blue arrow points to the 'View All Jobs' menu item.

Use the filter on the left for “Job Family” and select “Student.”
(Cellphone users - click the filter icon  and select “Student.”)



Careers Search Jobs

Job Family

- Student (1)
- Contract Faculty (6)
- Administrator (2)
- Coordinator (2)

Location

- Peterborough, Ontario (1)

Department

- Rec Sutherland Main (1)

Job Posted In

- 2023 (1)

Search Jobs

Search by job title, location, or keyword

[Clear Search](#) [Save Search](#)

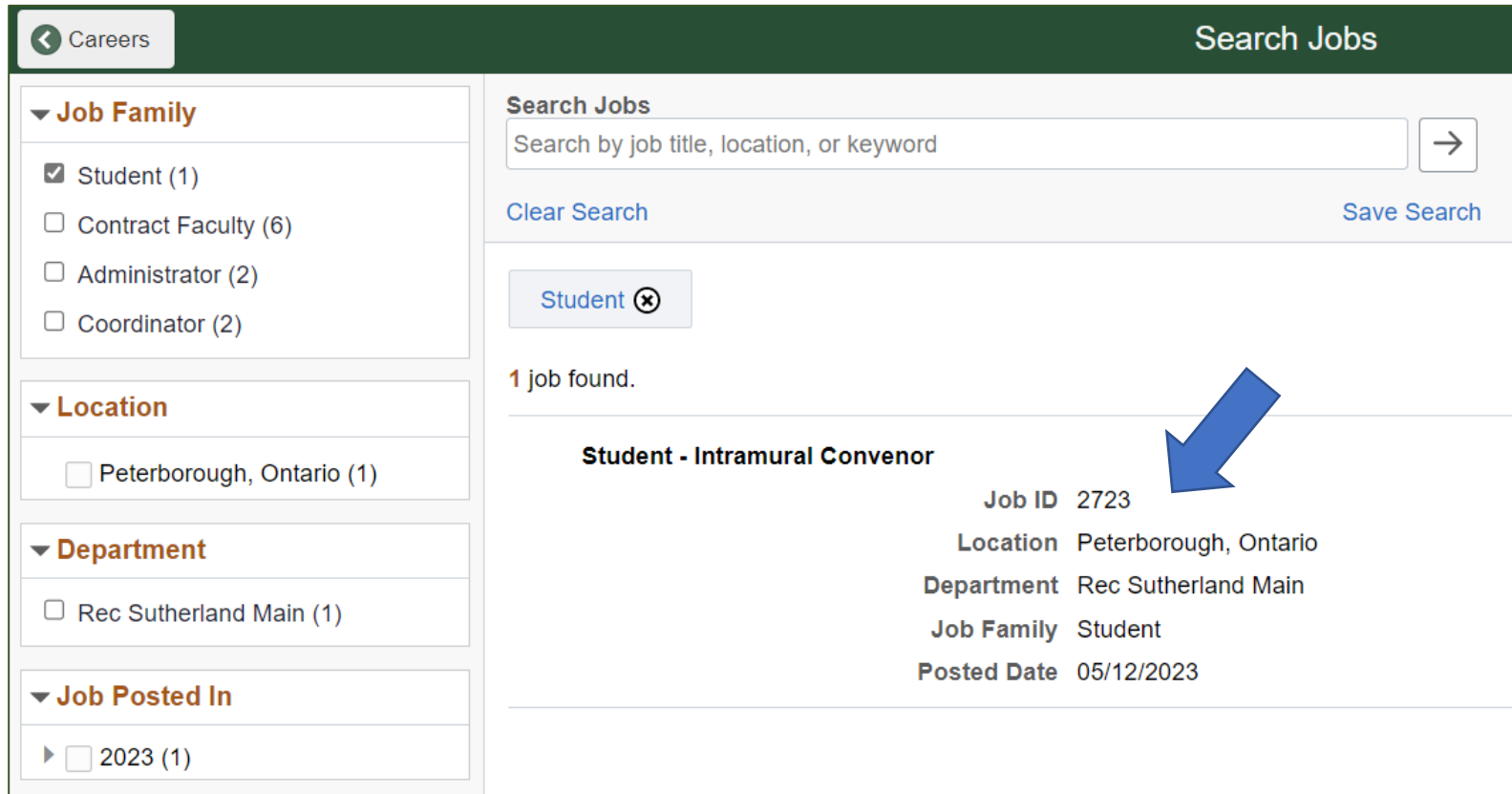
Student

1 job found.

Student - Intramural Convenor

Job ID 2723
Location Peterborough, Ontario
Department Rec Sutherland Main
Job Family Student
Posted Date 05/12/2023

Click on the job you are interested in for details.



Careers Search Jobs

Job Family

- Student (1)
- Contract Faculty (6)
- Administrator (2)
- Coordinator (2)

Location

- Peterborough, Ontario (1)

Department

- Rec Sutherland Main (1)

Job Posted In

- 2023 (1)

Search Jobs

Search by job title, location, or keyword →

Clear Search Save Search

Student ✕

1 job found.

Student - Intramural Convenor

Job ID 2723

Location Peterborough, Ontario

Department Rec Sutherland Main


Job Family Student

Posted Date 05/12/2023

BEFORE YOU APPLY:


Check the details:

- Campus and Location
- Date Closed – this is the final date that applications will be accepted
- Hours per week
- Salary Range

Student – Intramural Convenor			
Type of Position	Student	Job ID	
Department	Athletics and Recreation	Full/Part Time	Part Time
Campus	Sutherland	Regular/Temporary	Temporary
Location	Peterborough, Ontario	Hours per Week	20
Date Posted	XX-May-2023	Salary Range	\$15.66 per hour
Date Closed	XX-May-2023		

BEFORE YOU APPLY:

Prepare a targeted resume:

Student – Intramural Convenor 

<p>Type of Position Student Department Athletics and Recreation Campus Sutherland Location Peterborough, Ontario Date Posted XX-May-2023 Date Closed XX-May-2023</p>	<p>Job ID Full/Part Time Part Time Regular/Temporary Temporary Hours per Week 20 Salary Range \$15.66 per hour</p>
---	---

What Are We About?
 Fleming is located in the heart of the Kawartha Lakes Region in Central Ontario... a beautiful place to live and work, surrounded by natural beauty and a mere 90 minutes north-east of Toronto. The College's 6,800 full-time and 10,000 part-time students, including hundreds of international students from countries around the world, attend at campus locations in Peterborough, Lindsay, Haliburton and Cobourg. Fleming offers more than 100 full-time programs in Environmental and Natural Resource Sciences, Fine Arts, General Arts and Science, Technology, Skilled Trades, Community Development, Health, Business, and Justice as well as other Continuing Education courses.

We are also extremely proud of our more than 85,000 Fleming alumni who are contributing to their communities in the region, across the province and around the world.

What This Position is About:
 Student opportunities are an excellent way to engage and enhance the student experience at Fleming College. Student opportunities will work hand-in-hand with a variety of organizational stakeholders to support overall College operations. The Student will have the opportunity to get involved with a multitude of tasks that will contribute to their professional career development.

What We Are Looking For:

As our ideal candidate, you are currently enrolled as a student at Fleming College and have a passion for pursuing opportunities in your field of study. You are a great **team player** who has an open and **inclusive** mindset. The ideal candidate will communicate effectively verbally and in writing. Strong **problem solving** skills and the ability to **troubleshoot independently for solutions** for great assets for our ideal candidate.

We are seeking a **Student** – Intramural Convenor to join the Athletics and Recreation department from May to August 31, 2023.

The **Student** – Intramural Convenor will have the ability to:

- Assist with the basic **setup and teardown** of college **events/activities**
- Assist with **health and safety** observations, ensuring requirements are being met and maintained (**PPE**, proper machine and/or equipment function etc.)
- Assist Recreation Coordinator with **enforcing sporting rules** and promoting **sportsmanship** and **fair** play
- Participate in applicable orientation and training sessions as required
- Attend and participate in meetings as required

- Read the “What We Are Looking For” section.
- Identify key skills that you have used (such as specific technical skills, computer software, safety practices or transferable skills like problem solving and team work)
- Include these key skill words in your resume and cover letter.
- Describe how you have used the skill in your own words, as it relates to the job.

Resources to build your resume and cover letter:

Fleming Career Services: [Resume and Cover Letter Tips](#)

LinkedIn learning videos: [Nano Tips for Resume Writing](#)

- Free for Fleming students
- Use your Fleming login and password

Any students are welcome to come with job search or resume questions during our [Career Services Drop In Times](#)

Scan the QR code for more job search tips on the Fleming Career Services website:



BEFORE YOU APPLY:

1. Look for “How to Apply” near the bottom of the page
2. Download and fill out all required forms completely, and then save them
3. Combine all required forms with your resume and cover letter into one PDF document.

What We Are Looking For:

As our ideal candidate, you are currently enrolled as a student at Fleming College and have a passion for pursuing opportunities in your field of study. You are a great team player who has an open and inclusive mindset. The ideal candidate will communicate effectively verbally and in writing. Strong problem solving skills and the ability to troubleshoot independently for solutions for great assets for our ideal candidate.

We are seeking a Student – Intramural Convenor to join the Athletics and Recreation department from May to August 31, 2023.

The Student – Intramural Convenor will have the ability to:

- Assist with the basic setup and teardown of college events/activities
- Assist with health and safety observations, ensuring requirements are being met and maintained (PPE, proper machine and/or equipment function etc.)
- Assist Recreation Coordinator with enforcing sporting rules and promoting sportsmanship and fair play
- Participate in applicable orientation and training sessions as required
- Attend and participate in meetings as required

Please note: For more details on Student Jobs please review the of position descriptions [here](#)

How to Apply

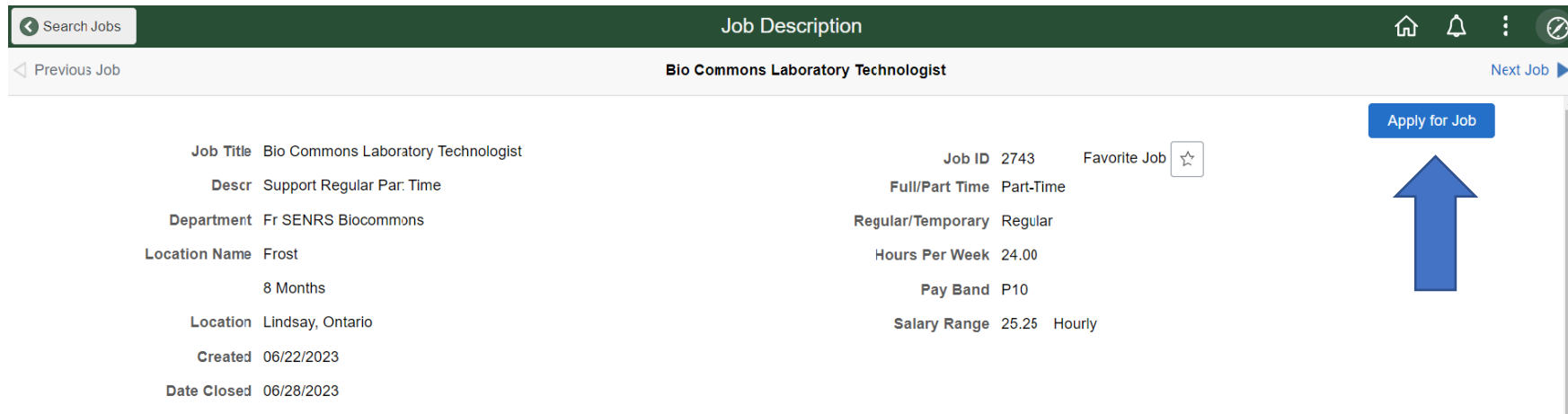
Students are required to include their completed funding application form along with their resume and cover letter in their application.

Internal Candidates can apply by going here: My Self Service > Recruiting > Careers or My Campus > Career Opportunities

You are ready to apply!

- Click the blue, “Apply for Job” button
- Follow the steps to upload your cover letter, resume and required forms.

****Only applicants who include the required forms can be considered****



The screenshot shows a job application interface. At the top, there is a dark green header with a 'Search Jobs' button on the left and navigation icons (home, bell, menu, refresh) on the right. Below the header, the job title 'Bio Commons Laboratory Technologist' is displayed in the center, with 'Previous Job' on the left and 'Next Job' on the right. The main content area is divided into two columns. The left column lists job details: Job Title (Bio Commons Laboratory Technologist), Descr (Support Regular Par: Time), Department (Fr SENRS Biocommons), Location Name (Frost), 8 Months, Location (Lindsay, Ontario), Created (06/22/2023), and Date Closed (06/28/2023). The right column lists job specifications: Job ID (2743), Favorite Job (with a star icon), Full/Part Time (Part-Time), Regular/Temporary (Regular), Hours Per Week (24.00), Pay Band (P10), and Salary Range (25.25 Hourly). A blue 'Apply for Job' button is located on the right side of the job details, with a large blue arrow pointing upwards towards it.



FLEMING

Career Services

How to find us:

Sutherland Campus



Room C2 102.14 (LRC)



Monday to Friday
8:30 am – 4:30 pm



careerservices@flemingcollege.ca

Frost Campus



Room 202 E



Every Thursday
9:30 am – 3:30 pm



careerservices@flemingcollege.ca

