



## PAID SUMMER JOBS AND INTERNSHIP IN THE CEDAR RAPIDS AREA!!!!

All of the following jobs/internships are currently listed in Handshake!!!

Marketing and Communications Intern, ICR Iowa, Iowa City, \$10.00/hr.

Board of Supervisors Intern, Linn County, Cedar Rapids, \$12.00/hr.

Junior Robotics-Web Instructor, StairWay 5 Technology Education, Coralville, \$20.00/hr.

Associate Accountant, Theatre Cedar Rapids, Cedar Rapids, \$15.00/hr.

Operations Coordinator, African-American Museum, Cedar Rapids, \$10.00/hr.

Event Staff, Security, Concessions, VenueWorks, Cedar Rapids, \$8.00/hr.

Assistant Teacher, Waypoint, Cedar Rapids, \$9.00/hr.

Summer Reading AmeriCorps, Iowa Campus Compact, Iowa City, \$1,250 stipend

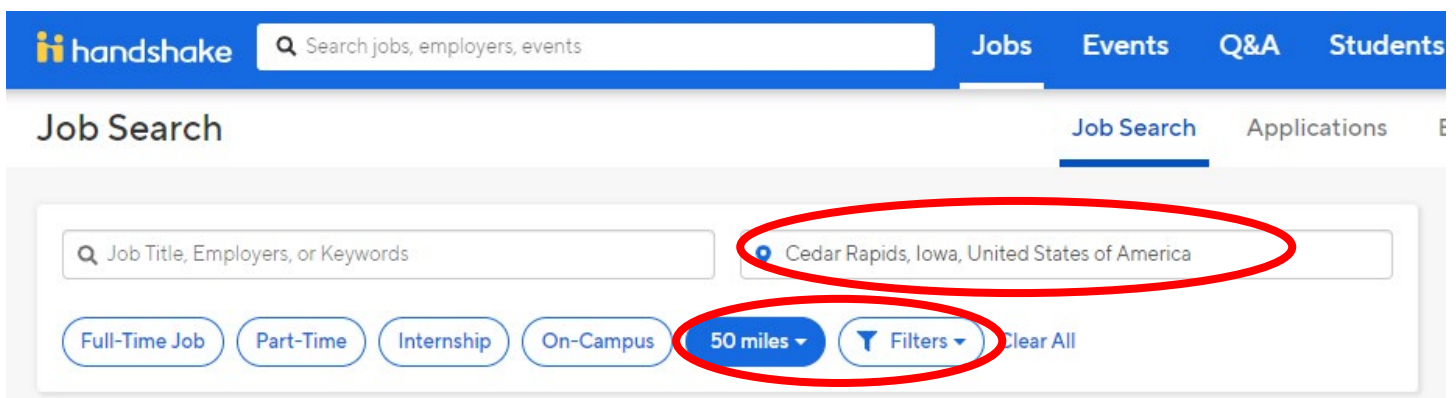
Numerous Summer Camps including The Arc of East Central Iowa, Girl Scouts of Eastern Iowa/Western Illinois, and Camp Courageous of Iowa

### How to search for more opportunities on Handshake:

1. Log into Handshake and from your profile page, click on Jobs at the top of the screen.



2. You can run a basic search by geography by simply entering the City/State info and then refine that search using the filters. In the graphic below, this search result will produce opportunities within a 50-mile radius of Cedar Rapids. *Using the filter below, you can refine the search down to a 5-mile radius.*



3. Clicking on the Filters button will allow you to refine the search using various criteria including Job Type (Internship, Part-Time, etc), paid roles only, Work Authorization (OPT/CPT, Employer will sponsor visa), Industry, Job Function, and Major. Once you've entered your preferred filters, click "See Jobs" in the lower right hand corner to view the results.

**PLEASE NOTE:** As you increase the number of filters you use, the number of results will decrease.

The screenshot shows a 'Job Search' interface. At the top, there are navigation links for 'Job Search' and 'Applications'. Below this is a search bar with the placeholder text 'Job Title, Employers, or Keywords' and a location field set to 'Cedar Rapids, Iowa, United States of America'. A row of filter buttons includes 'Full-Time Job', 'Part-Time', 'Internship', 'On-Campus', '15 miles', 'Filters', and 'Clear All'. The '15 miles' and 'Filters' buttons are circled in red. Below the filters, there are sections for 'Job Type' (with buttons for Internship, Co-Op, On-Campus, Job, and + More), 'Employer Preferences' (with a checked box for 'All employer preferences match'), 'Work Authorization' (with checkboxes for 'Will sponsor or doesn't require US work visa' and 'Accepts OPT/CPT'), and 'Industry' (with a dropdown menu). At the bottom, there are 'Suggestions' buttons for 'Non-Profit - Other', 'Healthcare', 'Higher Education', and 'Human Resources', a 'Clear' button, and a summary box showing '173 jobs found' and a 'See Jobs' button, both of which are circled in red.

**As you can see, there are currently 173 jobs listed within a 15-mile radius of Cedar Rapids.**

If you need assistance with Handshake (or any other job/career related questions), please contact C3 or schedule an appointment through Handshake. C3 staff will also be available during the summer to assist you with any items that may need attention including updating your resume, creating a LinkedIn profile, or assistance with a Fall internship.

We're located in McCabe Hall and you can reach us via email at [o-career@coe.edu](mailto:o-career@coe.edu)