GETTING STARTED

The following resources are available to assist you in finding a good employment fit for yourself.

**LDS Business College Career Services:** If you need help in any phase of your job search, please come to the Academic & Career Advising Services (ACAS) office on the southeast corner of the 4th floor. We have current job postings for on-campus, off-campus, and professional-level positions. We can also provide you with guidelines and samples for creating a powerful résumé, cover letter, and for effective job interviews.

**LDS Employment Resource Center:** Employment help is also available through the LDS Employment Resource Center located at 751 West 700 South in Salt Lake City. Their hours are Monday through Friday, from 8:30 a.m. to 4:30 p.m. and they can be reached by calling (801) 240-7240.

ON-CAMPUS EMPLOYMENT

**On-campus jobs** include any student jobs on the LDS Business College Campus, and at the Carriage Café in the Triad Center. **On-campus job openings** can be found by going to http://www.ldsbc.edu/careerservices or on the Academic & Career Advising Services bulletin board outside the office.

- **Policies for International Students:** International students who do not have legal authorization to work off campus are only allowed to work in on-campus. However, they may be eligible for various positions in the Church Office Building or the Global Services Center, if the job duties are considered an integral part of their major at LDS Business College. They can also be hired to work as custodians on the LDS BC campus, through ldschurch.jobs.

  - **Extended Campus:** Church Office Building and Global Services Center Job Application Process:
    1. Search and apply for job openings, that are directly related to your educational program and the skill(s) you have acquired at LDS BC, by going to ldschurch.jobs.
    2. When contacted by the Church Office Building for an interview, contact the International Student Office at LDS Business College to obtain verify that this position is directly to your major.

      Once verified, the International Student Adviser will complete a verification form stating that the position this student is seeking is related to their major and email it over to the Church Office Building’s HR department.

      3. Wait to be contacted for an interview.

    **Note:** If you are seeking employment with the Church Office Building and your current major is General Studies please contact the International Office so we can advise you in which positions you will be able to work at the Church Office Building.

  - **LDS BC Custodial Job Application Process:** Go to ldschurch.jobs and apply only for custodial positions that indicate LDS Business College as the location. If invited for an interview or hired, it is not necessary to have an International Student Adviser complete a verification form.
OFF-CAMPUS EMPLOYMENT

Off-campus job openings that are sent to us by employers can also be found in the ACAS office job openings binder. Below is a list of additional resources for finding current job openings in the Salt Lake area.

Job Search Websites

- **ldschurch.jobs**: To search all openings offered by the Church, go to [ldschurch.jobs](http://www.ldschurch.jobs) and select ‘Browse Jobs’ in the column on the left side of the page.
  - **Create an Online Church Employment Profile**: To apply to work for the Church, in any position, you must create a profile by going to the website listed above. If you already have an lds.org account, your already-existing user name and log-in should work. If you do not already have an lds.org account, you will need your membership number to create one. You can get your membership number from your temple recommend, from your annual tithing statement, or from your ward clerk.
  - **Note about Endowment Requirement**: All employees who work in the Salt Lake temple and in positions which would require them to distribute or have access to temple clothing must be endowed.
  - **Note about Temple Recommend Worthiness**: All employees who work for the Church must have a current temple recommend or be cleared by their current bishop.

- **ldsjobs.org**: This website posts job openings for thousands of companies in the Salt Lake area, across the United States, and across the world. All church members may create an account on this site and search for local, in-state, and out-of-state job openings. They can also create a personalized professional web page, upload their résumé, and authorize interested employers to view their profile.
  - **Note**: If you do not already have an lds.org account, you will need your membership number to create one. You can get your membership number from your temple recommend, from your annual tithing statement, or from your ward clerk.

- **Deseret Management Companies** include Temple Square Hospitality, Deseret Book, Deseret Digital Media, KSL, Deseret News, Beneficial Financial Group, and Bonneville Communication. To find and apply for open positions with any of these entities, go to [http://www.deseretmanagement.com/](http://www.deseretmanagement.com/) and select the ‘Careers’ tab.

- **Temp Agencies in Salt Lake City**: If you are interested in temporary or temp-to-hire employment, below is the contact information for two of the agencies in the area.
  - **SOS Staffing**:
    - Phone: (801) 261-5252;
    - Address: 420 E South Temple #150, Salt Lake City, UT
    - [www.sosstaffing.com/](http://www.sosstaffing.com/)
  - **Kelly Services**:
    - Phone: (801) 363-4460;
    - Address: 65 E 300 S, Salt Lake City, UT;
    - [www.kellyservices.com/](http://www.kellyservices.com/)

- **Businesses in the Salt Lake Area**: See the list of downtown and other Salt Lake area businesses for ideas on other places that may be hiring. Many of these companies have hired and had great working relationships with LDS BC students in the past, and other companies have not yet had the opportunity to work with our students. Utilize your own judgment when deciding which businesses could be a good fit for you. Also, if you do not wish to work on Sundays, discuss this with the employer **BEFORE** you are hired.
OFF-CAMPUS EMPLOYMENT . . .

- Vocational Rehabilitation: Employment Services are available through Vocational Rehabilitation (VR) for those with documented disabilities. The nearest office is located at 50 W Broadway (300 S.) on the 8th floor. To find out if you qualify, contact VR to schedule an orientation appointment at: (801) 238-4560. For more details about these services you can go to: www.usor.utah.gov.

PREPARING JOB APPLICATION MATERIALS

Submitting impressive job application materials, such as a résumé and cover letter, are a critical part of an effective job search because it is typically the first impression the potential employer will have of you. Each résumé you submit should be visually appealing, error-free, and make it easy for the employer to assess how you can meet their specific needs. The ACAS is here to assist you in doing this effectively.

- LDS Business College Career Services: As an LDS BC student, you may go to http://www.ldsbc.edu/careerservices to obtain helpful guidelines and samples for effective résumés, cover letters, and interviewing. You may also schedule FREE one-on-one appointments to have your résumé and cover letter reviewed, and to participate in a practice job interview.

To sign up for a group or individual résumé or job search help session, please call (801) 524-8151 or go to the ACAS between 8 a.m. and 5 p.m., Monday through Friday.

PUBLIC TRANSPORTATION

You must already have your student ID before you can obtain a bus pass. For details and schedules for using public transportation, go to http://www.rideuta.com/studentpass or call (801) 743-3882. Passes may be purchased online and picked up at the LDS Business College Bookstore.

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<th>Bus Pass Type</th>
<th>Price</th>
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<td>Good for unlimited travel on regular buses and TRAX for 30 consecutive days from first use.</td>
</tr>
<tr>
<td>Student Premium 30-day Pass</td>
<td>$141.75</td>
<td>Good for unlimited travel on regular buses, TRAX, and FrontRunner commuter rail for 30 consecutive days from first use.</td>
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