



EMPLOYMENT

AT
THE SOUTHERN BAPTIST
THEOLOGICAL SEMINARY

How do I find on-campus positions?

You can view a current list of part-time and full-time positions on the Human Resources webpage.

Where can I find off-campus employment opportunities?

Log-on to eCampus and access the Help Desk to view the Student Employment Bulletin. The Employment Bulletin provides students/spouses with full-time, part-time or temporary work opportunities in the community. Ads are posted by local businesses and families. This Bulletin is updated every Monday.

How do I apply?

The application is available online only. Go to the Human Resource webpage and download the application. Please note, the application works best with Adobe Writer. If you have difficulty with the document, please print and complete. Send your application, resume and/or cover letter to Human Resources. You may contact us at anytime to apply for a position. We will send your application, resume and/or cover letter to the hiring department. We will maintain your application for 12 months.

How much do campus positions generally pay?

Part-time positions generally range from \$7.25 - \$9.00. Full-time hourly positions generally range from \$9.00 - \$12.00. Compensation for salaried positions will be discussed during the interview.

How can I find ministry-related jobs?

Contact the Ministry Resources Office by phone at (502) 897-4208 or email at ministryresources@sbts.edu.

What is a clerical exam?

The clerical exam is required for Secretarial positions and may be required for other full-time hourly positions. The test examines Word, Excel, typing, vocabulary, proofreading skills, etc. The test takes approximately 1 1/2 hours to complete. Tests are administered Monday-Friday between the hours of 8:30am-3:30pm and require an appointment.

How do I contact Human Resources?

Office Hours: Monday-Friday, 8am-4:30pm
Location: Sampey Hall

Phone: (502) 897-4721
Fax: (502) 897-4202
E-mail: humanresources@sbts.edu

Webpage: <http://www.sbts.edu/current-students/services/employment>