

## Job Search Guide: Student Jobs With Bon Secours Mercy Health

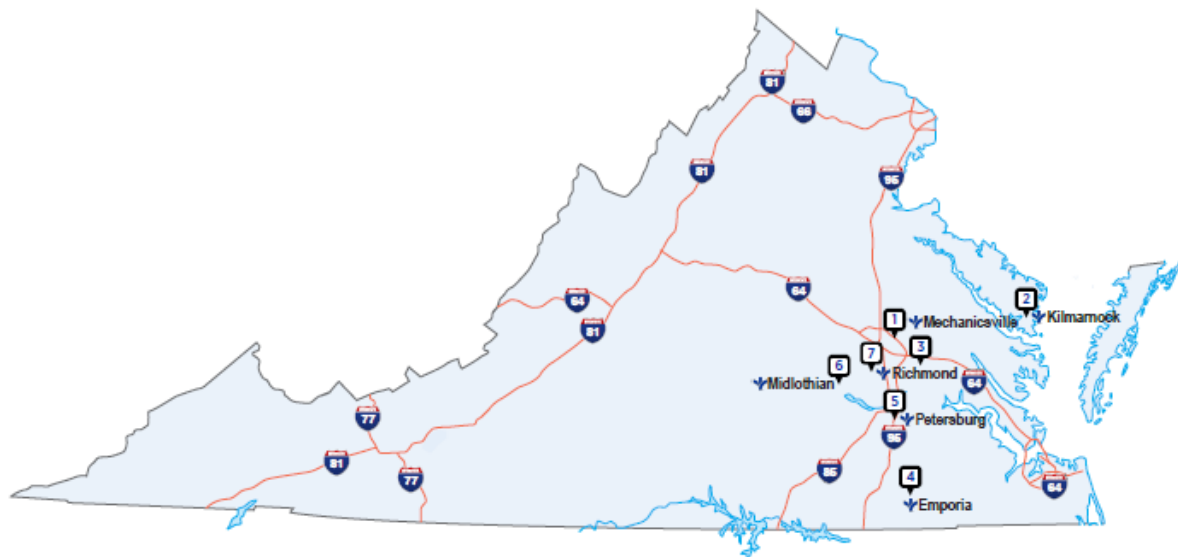
Bon Secours Memorial College of Nursing  
Bon Secours St. Mary's Hospital School of Medical Imaging  
Southside College of Health Sciences

Before you begin:

- 1) Make sure you have a professional voice mail message and check that frequently. A call from a hiring recruiter could come from most any area code.
- 2) Think about where you live and which hospital(s) are most convenient. Most students work at a location convenient to their home.
- 3) There is competition for all jobs so students may need to apply for more than one vacancy. Please contact Career Services for assistance.



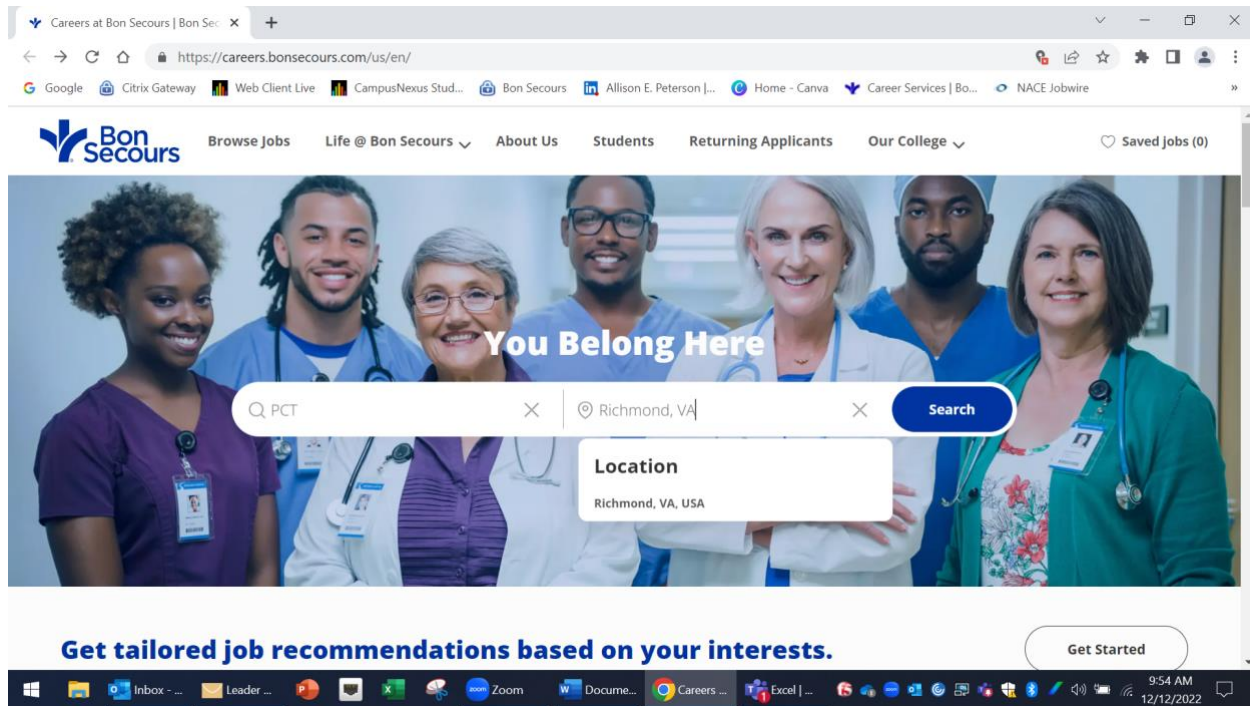
**BON SECOURS MERCY HEALTH**  
**RICHMOND AREA HOSPITALS**



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|--|---|
| <b>1 Memorial Regional Medical Center</b>          | 8260 Atlee Road   Mechanicsville, VA 23116    |
| <b>2 Rappahannock General Hospital</b>             | 101 Harris Road   Kilmarnock, VA 22482        |
| <b>3 Richmond Community Hospital</b>               | 1500 N 28th Street   Richmond, VA 23223       |
| <b>4 Southern Virginia Regional Medical Center</b> | 727 N Main Street   Emporia, VA 23847         |
| <b>5 Southside Regional Medical Center</b>         | 200 Medical Park Blvd   Petersburg, VA 23805  |
| <b>6 St. Francis Medical Center (off Rt. 288)</b>  | 13700 St. Francis Blvd   Midlothian, VA 23114 |
| <b>7 St. Mary's Hospital</b>                       | 5801 Bremono Road   Richmond, VA 23226        |

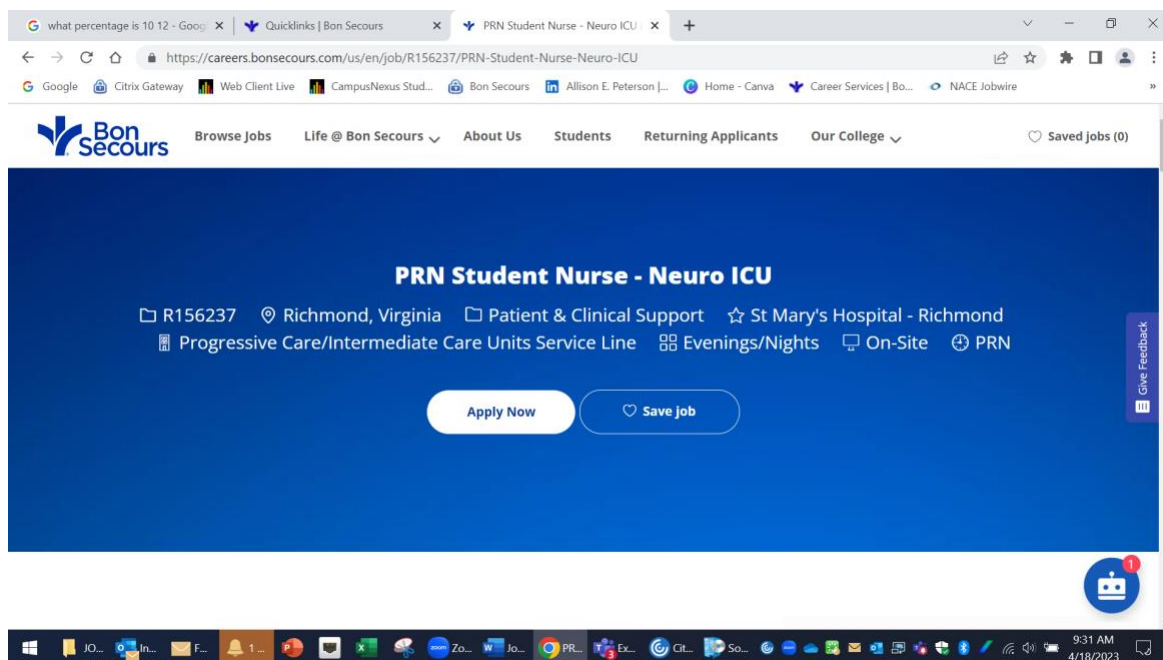
Visit [careers.bonsecours.com](https://careers.bonsecours.com)

Follow the screen captures below to locate jobs in central Virginia.



**PRN jobs are recommended for students; PRN appears in the job title.**

To apply, click on the job title.



## Which Jobs Am I Qualified For?

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Possible jobs include:

Care Companion  
Monitor Tech  
Unit Secretary  
Transporter  
Patient Service Representative

### For nursing students:

After completing NUR 2102 & 2103 (Bon Secours) or your first semester (Southside) **or** if you are a licensed C.N.A.

Student Nurse  
ER Tech

If you are a licensed LPN, you may find LPN positions posted as well.

### For imaging students:

After completing 2 semesters of your program, you may qualify for a Student Rad Tech or Student Ultrasound Tech job.

## Which Schedule or Shift Should I Select?

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The recommended shift for a student is PRN: which requires a minimum of 36 hours every 6 weeks (averaging 6 hours each week.) Most managers will allow you to work more hours when they have a need. Many units allow you to self-schedule your hours. Some units have a requirement of 1 weekend per month. Ask about these scheduling requirements in your job interview.

PRN = 36 hours every 6 weeks at a minimum. Ask about weekend requirements.

Part-Time = up to 31 hours each week. This is too intense for most students and may not be flexible.

Full-Time = 32-40 hours weekly. This is not recommended for students.

## Applying

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- Click on a specific job. Complete the entire application.
- Attach your resume saved as a PDF document
- If you get an immediate email indicating you will not be going forward in the hiring process, it is probably due to high applicant volumes. Don't be discouraged...just continue to apply.
- If 10 business days pass without being contacted by anyone in Talent Acquisition (the recruiters), contact Career Services:
  - College of Nursing & SOMI students
    - Allison Peterson at [Allison\\_Peterson@bshsi.org](mailto:Allison_Peterson@bshsi.org)
  - SCHS students
    - Blakeney Hartka at [Blakeney\\_Hartka@bshsi.org](mailto:Blakeney_Hartka@bshsi.org)

## Creating a Resume

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- View sample resumes at <https://www.bsmcon.edu/resume-writing>
- More free templates can be found in Word, Google Docs and Canva.
- Avoid including your photo, home address, social security number or personal, family details.
- Contact Career Services for assistance.
  - BSMCON & SOMI contact Allison \_ [Peterson@bshsi.org](mailto:Peterson@bshsi.org)
  - SCHS, contact [Blakeney\\_Hartka@bshsi.org](mailto:Blakeney_Hartka@bshsi.org)

## Interviewing

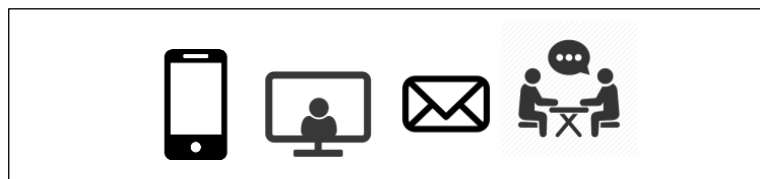
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- If you are invited to interview, check out the “Get Hired Guide” for examples of the most common questions our students are asked! [Get Hired! Interview Guide](#)

## Orientation

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- If hired, you will be required to attend New Employee Orientation, unit orientation, an occupational health screening, criminal background check, and certain types of training. These are required and must be completed within certain time frames. They differ from those required by your clinical program.
  - Orientation and workplace training **must not interfere with your classes/clinical.**
  - Check your class schedule and if there is a conflict, ask if on-line orientation is an option. Or try to align this training during a break from classes if your program offers a winter or summer break.
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### CAREER SERVICES

**Bon Secours Memorial College of Nursing | St. Mary's Hospital School of Medical Imaging**

Allison Peterson | [Allison\\_Peterson@bshsi.org](mailto:Allison_Peterson@bshsi.org) | 804- 627-5381 | Room 232,

**Southside College of Health Sciences**

Blakeney Hartka, [Blakeney\\_Hartka@bshsi.org](mailto:Blakeney_Hartka@bshsi.org) | 804-765-5177