

**STUDENT EMPLOYMENT APPLICATION INFORMATION**

1. Go to [www.collegecentral.com/morainevalley](http://www.collegecentral.com/morainevalley)
2. Click on the Student icon.
3. If you are not registered, click **Register Now**.  
If you are already registered, click **Student Central** to log in.
4. The application (**only**) is required to apply for student employment. Complete the Student Employment Application located on the right side of the home page under **Career Document Library** or on our web site:

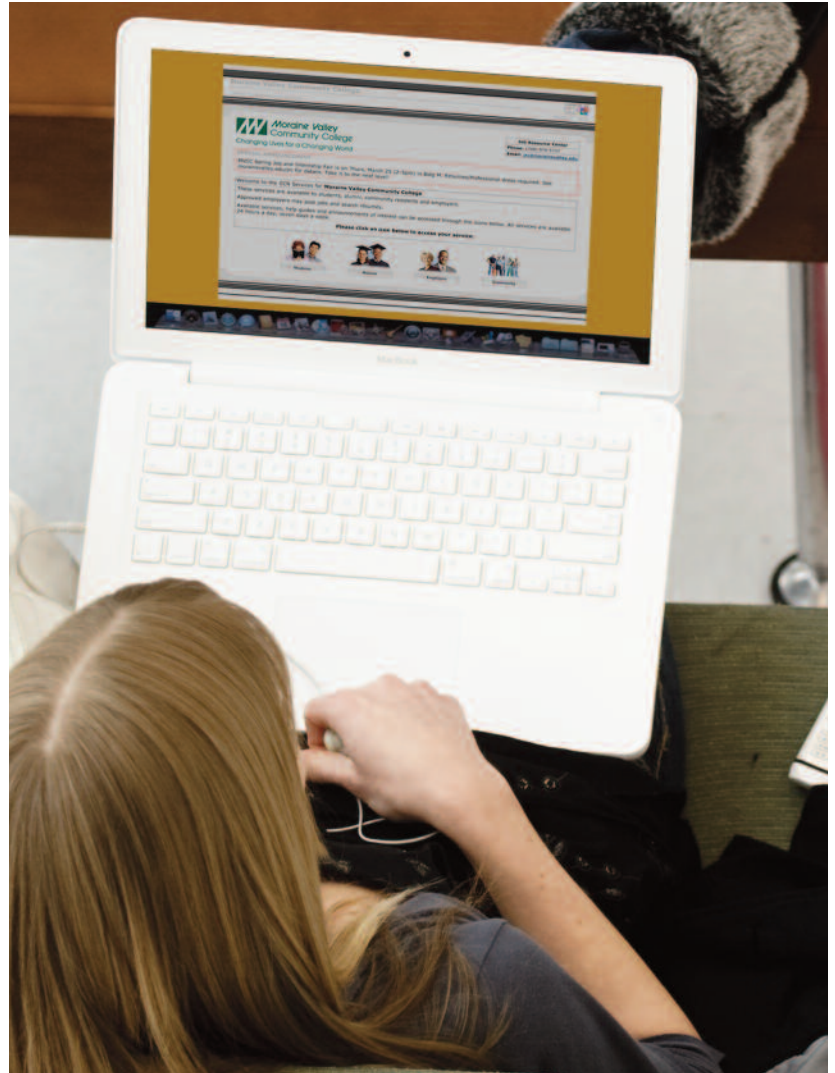


[www.morainevalley.edu/jrc/student\\_employee/student\\_employee.htm](http://www.morainevalley.edu/jrc/student_employee/student_employee.htm)

5. Save the completed application to your documents. If you are using a public computer, save the completed application to a flash drive or on the computer desktop (don't forget to delete it when you are done).
6. Using the **Manage My Résumé** section, upload the **Student Employment Application** from your saved document. Name the document "*Student Employment Application*". You may use the same application for each position that you meet the job description qualifications.



7. If the Student Employment Application is your **only** document, then click "*I do not authorize my Primary résumé to be referred to prospective employers by the Job Resource Center at my school or to be searched by employers who have been approved by them.*"



The Résumé Authorization determines the accessibility of your Primary Résumé to prospective employers. If you have more than one résumé uploaded, these authorizations only apply to the one which you have designated as Primary.  
Please select one of the following:

**Primary Résumé Authorization**

I authorize my Primary résumé to be referred to prospective employers by the Job Resource Center at my school, **and** to be searched by employers who have been approved by them.

I authorize my Primary résumé to be searched by employers who have been approved by the Job Resource Center at my school.

I authorize my Primary résumé to be referred to prospective employers by the Job Resource Center at my school.

I do not authorize my Primary résumé to be referred to prospective employers by the Job Resource Center at

8. Once you have also uploaded your resume, you may **designate your resume document as “primary” and save your desired authorization.** Leave your Student Employment Application unchecked to designate as a “secondary” document. See below.

9. Click **My Home Page** at the bottom of the page.

10. To begin searching for on-campus positions, click Search for Jobs/ Opportunities Posted to My School in the **Search for Opportunities Posted to My School** section.



11. Complete the search form as follows and click the **Begin Search** button for a listing of all on-campus student jobs.

- Simply enter “**MVCC**” under School ID
- Select “**On-Campus**” under Location
- Select “**Student Employment**” and/or “**Work Study**”
- Click “**Begin Search**”

To apply for Work Study positions, you must be work study eligible through the Financial Aid Office. Requirements:

[www.morainevalley.edu/jrc/student\\_employee/student\\_employee.htm](http://www.morainevalley.edu/jrc/student_employee/student_employee.htm)

12. Click on the **Job ID** to view full job descriptions.


13. To apply to a position, scroll to the bottom of the job posting, select the **Student Employment Application** for submission and click the **Submit to Posting** button.



14. You may compose a cover letter in the Cover Letter box. If you need advice on how to properly compose a cover letter, click Job Search Kit above the Cover Letter box.

15. Click the **Send** button to apply for the position.

#### Your Résumé Changes Have Been Made.

Uploading a résumé enables you to apply online to job postings that are of interest to you. And, if you so authorize, it also makes you eligible for referrals to employers by the Job Resource Center, and/or allows employers to review your résumé online.

You have uploaded the résumés shown below. Click the Edit button if you want to replace a résumé or change its name. To view your résumé, click the  icon next to its name.

Name	Primary	Status	Upload Date	
 My Resume	Yes	Approved	02/01/2010	<a href="#">Edit</a>
 Student Employment Application	No	Approved	02/01/2010	<a href="#">Edit</a>

**Please Note: résumés will only be stored for 10 months from the upload date.**

The Résumé Authorization determines the accessibility of your Primary Résumé to prospective employers. If you have more than one résumé uploaded, these authorizations only apply to the one which you have designated as Primary.

Please select one of the following:

#### Edit Résumé

To replace this résumé file with a newer one, click the Browse button, select a file, and then click the Save Changes button.

**Note to Word 2007 users:** The Word 2007 format (.docx) is not readable by most users with older versions of Microsoft Word. Therefore, you must save your file as a “Word 97-2003 Document” before uploading it.

To rename the résumé, revise the text in the Résumé Name field and click the Save Changes button.

Résumé Name:

New Résumé File:  [Browse](#)

Status:  Make this my Primary Résumé

[Save Changes](#)

#### School Job Search

Enter your search criteria below. If you want to view all of the jobs, leave all of the criteria blank.

Job ID:

**Please Note:** If you enter a Job ID, all other search criteria will be ignored.

Company Name (contains):

Job Title (contains):

Date Posted:

School Job ID:

Degree:  Control-Click to select multiple Degrees. Shift-Click to select a range of Degrees.

Major:  Control-Click to select multiple Majors.

Job Location:  Control-Click to select multiple locations. Shift-Click to select a range of locations.

Job Types:  Full Time  Internship  Part Time  
 Seasonal  Student Employment  Temporary  
 Volunteer  Work Study

Special Skills & Certifications:

[Begin Search](#)

Listing of job postings on this site should not be deemed as a warranty by Moraine Valley Community College of an employer's fitness or credentials. Accordingly, Moraine Valley Community College expressly disclaims any liability in connection with any contact which results from any applicant's response to any job posted on this site. All concerns and issues should be brought to our attention via an email to the Job Resource Center email address listed at the top of this page.

## QUESTIONS?

Contact the Job Resource Center  
at (708) 974-5737 or  
visit [morainevalley.edu/jrc](http://morainevalley.edu/jrc).



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