


## HOW TO APPLY FOR STUDENT EMPLOYMENT POSITIONS

1. Sign into College Central: <https://www.collegecentral.com/morainevalley/>



Changing Lives for a Changing World

I am...


User ID

Password

**SIGN IN**

Need an account? Sign Up  
Need help signing in?

Click "I am..." and select student



Changing Lives for a Changing World

a Student

**SIGN IN THROUGH SCHOOL**

- or -

User ID

Password

**SIGN IN**

Need an account? Sign Up  
Need help signing in?

Click here and sign in using your Moraine Valley username and password.

### ***If it is not your first time signing in continue to step 5***

2. After signing in through MV Connect for the first time you be prompted to create a backup password. **This backup password is only used to access your account outside of Moraine Valley.**



### Activate Account

Your User ID is [redacted]@student.morainevalley.edu

To complete account activation, a password is required so you will be able to sign in to your account once you no longer have access through your school's portal.


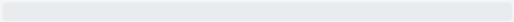

Passwords must meet the following requirements:

- MUST contain at least 8 characters (10 characters max.)
- MUST contain at least one uppercase letter
- MUST contain at least one lowercase letter
- MUST contain at least one number
- MUST contain at least one symbol ( ~!@#\$%^&\*()\_+=[\;:/{}|":?)

As you enter your password, the approximate strength will be indicated on a strength meter. **You must achieve a score >75% (green bar = Strong) in order to save your password.**


Unless you use an automatic password manager, make sure to save your password in a secure location for future use.

Password

Password strength:

Confirm Password

Submit

3. After setting up your backup password you will be prompted to update your contact information



## Registration Update

### Name and Contact Information

Please enter your name, address(es), and other contact information below. All fields marked with an \* are required.

School/Campus \*

First Name \*

Middle Name

Last Name \*

Primary Email \*

Your Primary Email will be used for all account-related activity. It should be an email account that you control and check regularly. We strongly recommend that you use your personal email **in order to retain continuous access to your account and data.**

Backup Email \*

Your Backup email will be used by College Central Network to communicate with you if your Primary email becomes invalid so you never lose access to your account. **You cannot use a '.edu' address as your Backup Email.**

[Need a personal email account?](#)

4. After updating all your Contact information select **Save Changes** at the bottom and you will be brought to the College Central Dashboard.

## Email Authorization

### CCN Email Notices

College Central Network will, from time to time, be able to send you career advice and notices about job opportunities that match your interests and qualifications using the information you provide in the Preferences and Qualifications section above. These notices will come directly to you from College Central Network and not from other parties.

Yes, I wish to receive "Job Agent" emails from College Central about job opportunities that match my profile.

Yes, I wish to receive timely career advice emails from College Central.

### School Email Notices

I do not wish to receive announcement emails from the Job Resource Center through the College Central Network platform.

I understand that by opting out of emails my institution cannot communicate with me and I may miss out on: appointment reminders, résumé reviews, job matches, job fair and career event announcements, employer recruiting opportunities, and similar communications.

**DO NOT** opt out if you plan to utilize your institution's career or employment center in any capacity.

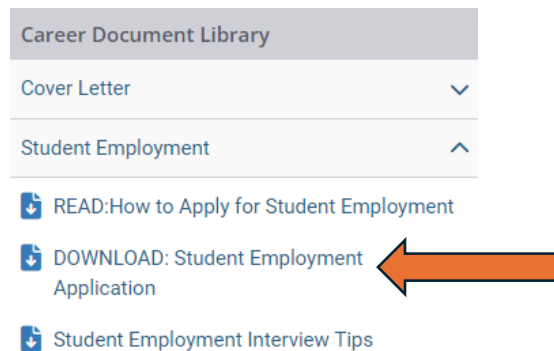
### Terms of Service Agreement \*

I have read the [Terms of Service Agreement](#) specified to utilize College Central Network's services together with its [Privacy Policy](#), and I agree to join College Central Network.

**Check everything that you have entered for spelling and accuracy.** College Central Network is not responsible for factual, grammar, or spelling errors. Everything you enter on the registration form will appear **exactly** as you entered it.

Save Changes

5. You will now need to complete the "**STUDENT EMPLOYMENT APPLICATION**" which is located on the right side of the dashboard page. This is located under **CAREER DOCUMENT LIBRARY**. Click on STUDENT EMPLOYMENT. A drop-down menu should appear that looks like this: click on "**DOWNLOAD: Student Employment Application.**"



6. You **must** submit this Student Employment Application for all Moraine Valley Community College **student employment positions**. **Resumes are not accepted** even though the system calls all documents that are submitted to apply for positions a **Resume**.

**Moraine Valley Community College  
Job Resource Center  
Student Employment Application**

**REQUIRED QUESTIONS**

Are you applying for Fall semester? Yes <input type="checkbox"/> No <input type="checkbox"/>																																
Are you applying for Spring semester? Yes <input type="checkbox"/> No <input type="checkbox"/>																																
Are you currently enrolled in 6 or more credit hours at MVCC? Yes <input type="checkbox"/> No <input type="checkbox"/>																																
Are you an international student at MVCC? Yes <input type="checkbox"/> No <input type="checkbox"/>																																
Are you applying for Summer semester? Yes <input type="checkbox"/> No <input type="checkbox"/>																																
Are you currently enrolled in 3 or more credit hours during the summer? Yes <input type="checkbox"/> No <input type="checkbox"/>																																
Do you have Work-Study through financial aid? Yes <input type="checkbox"/> No <input type="checkbox"/> (Only those students who have been awarded work-study are eligible for work-study student employment positions.) If yes, what is your award amount? \$ <input type="text"/>																																
Do you have a family member that is employed by Moraine Valley Community College? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please state their name and department: <input type="text"/>																																
<b>Please state your work availability:</b>																																
<table border="1"> <thead> <tr> <th></th> <th>Monday</th> <th>Tuesday</th> <th>Wednesday</th> <th>Thursday</th> <th>Friday</th> <th>Saturday</th> <th>Sunday</th> </tr> </thead> <tbody> <tr> <td>Morning</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Afternoon</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Evening</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Morning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Afternoon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Evening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Evening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																									

- Open and complete the *Student Employment Application*. Save the completed *Student Employment Application* to the desktop or to a flash drive. **Be sure to name the saved *Student Employment Application* with your name, for example, “P. Payne SE Application.”**
- Once the application is complete, from the CCN Dashboard Page (Homepage) click on **“My Resumes”** located on the **left** side of the screen.



- Enter the name of your application under **“Resume Name”** and then click **“Choose File”** to select your completed application from the desktop or from wherever you saved it. Click **“Upload your Resume”** to continue.

**Résumé Name**

**Résumé File**

Pamela ... test.docx

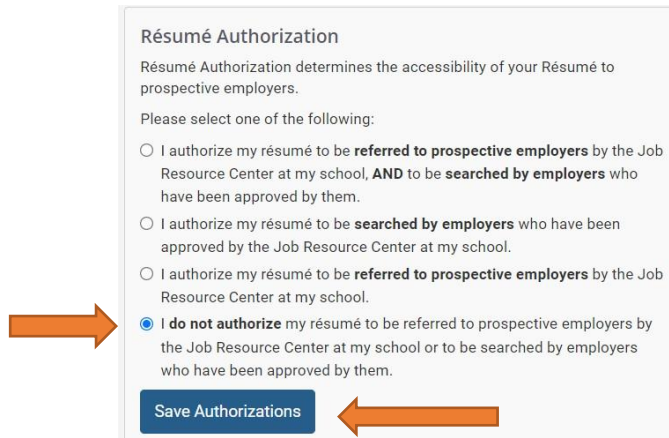
- Under **“Resume Authorization”** select the **“I DO NOT AUTHORIZE”** option. Click **“Save Authorization”** to complete this step.

**Résumé Authorization**

Résumé Authorization determines the accessibility of your Résumé to prospective employers.

Please select one of the following:

- I authorize my 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 résumé to be **searched by employers** who have been approved by the Job Resource Center at my school.
- I authorize my résumé to be **referred to prospective employers** by the Job Resource Center at my school.
- I do not authorize** my 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.



## **NOW YOU ARE NOW READY TO APPLY FOR AN OPEN POSITION!**

11. From the **Dashboard Page (Homepage)**, click: **“Search – My School’s Jobs”** on the center of the screen.

View jobs and other opportunities, including On-Campus Interviewing, posted exclusively to **Moraine Valley Community College**.

12. Click the down arrow on the **Advanced Search** button.

▼

13. Scroll down toward the bottom, under the **JOB LOCATION** section, click **“ON CAMPUS.”**

**JOB LOCATION**  
 Search by City, State, Zip Code. You may search by City + State, by State only, or by Zip Code only.

Within 25 miles of ▼

City

State ▼

Zip Code

Search by Multiple Locations:

Any Location  
**On Campus**

## For Work Study Positions

13. **SCROLL DOWN** a little further to the “**JOB TYPES**” section and select **Work Study** (*issued from the Financial Aid Office*) and click “**BEGIN SEARCH.**”

**JOB TYPES**

Full Time

Part Time


Seasonal

Student Employment

Temporary

Volunteer


**Work Study**

 **Begin Search** **Reset**

14. You will see all the **Work-Study positions** posted at Moraine Valley Community College along with the location. Locate the position(s) you are interested in by clicking on the title of the position.

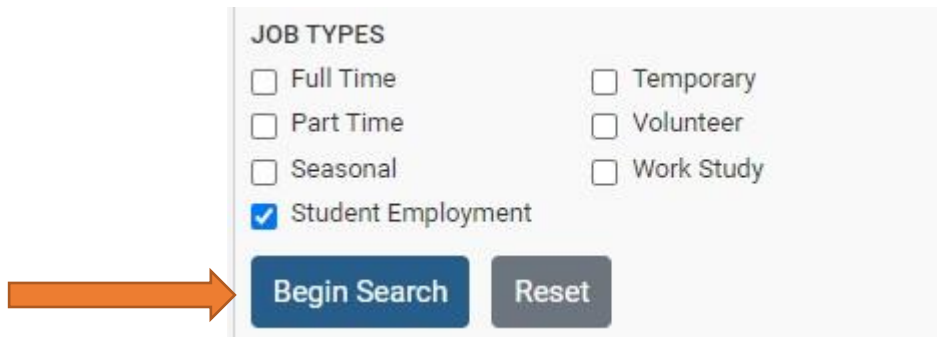
**Work Study - Clerical Student Employee (Job Resource Center)** 

Work Study  
 Moraine Valley Community College – On Campus (S202)  
**Job ID:** 6821263 **School Job ID:** MVCC



## For Budgeted Student Employment Positions

15. **SCROLL DOWN** a little further to the “**JOB TYPES**” section and select **Student Employment** and click “**BEGIN SEARCH.**”



**JOB TYPES**

Full Time       Temporary

Part Time       Volunteer

Seasonal       Work Study

Student Employment

**Begin Search**   **Reset**

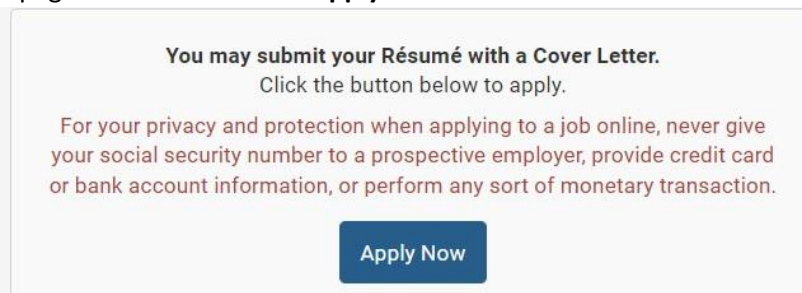
16. You will see all **Student Employment positions** posted at Moraine Valley Community College along with the location. Locate the position(s) you are interested in by clicking on the title of the position.



**Clerical Student Employee (Job Resource Center)** ♥

Student Employment  
Moraine Valley Community College – On Campus (S202)  
**Job ID:** 6821079   **School Job ID:** MVCC  
**Date Posted:** 08/02/2022   **Deadline:** 07/31/2023

17. Go bottom of the page and click the blue “**Apply now**” icon.



**You may submit your Résumé with a Cover Letter.**  
Click the button below to apply.

For your privacy and protection when applying to a job online, never give your social security number to a prospective employer, provide credit card or bank account information, or perform any sort of monetary transaction.

**Apply Now**

18. The system will prompt you to write a cover letter. We suggest that you write your cover letter prior and cut and paste it in the Cover Letter area. Be sure to check your spelling and grammar. Place the cover letter in the designated area and click the blue “**Send**” icon.



## Résumé Submissions

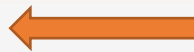
Compose your cover letter in the box below and click the **[Send]** button. A link to your Résumé will be appended to the cover letter and emailed to the employer. Don't forget to sign your cover letter.

### Cover Letter

Marie Harrell  
Internship Manager  
Job Resource Center  
Moraine Valley Community College  
|  
Dear Marie Harrell:  
  
I am writing to apply for the Work Study Clerical Student Employee position in the Job Resource Center. I recently saw the opening posted on the

Make sure that you check your spelling and grammar before clicking the **[Send]** button.

Send



19. Once you click the blue “**Send**” icon you will receive the message below letting you know that your application has been submitted. You can return to apply to other positions, or you can log out of the system.

## Résumé Submissions

Your Résumé has been submitted to Job ID #6821263 (“Work Study - Clerical Student Employee (Job Resource Center)”).

[Return to Job Search Results](#)

[Start A New Job Search](#)

**Please see the attached cover letter sample for more information on completing your student employment application.**

If you need any assistance, you can contact us at:

### The Job Resource Center

Visit us at:

**Building S 2<sup>nd</sup> floor – Room S202**

Call for appointments

**(708) 974-5737** Email:

[jrc@morainevalley.edu](mailto:jrc@morainevalley.edu)



# Student Employee COVER LETTER

## Cover Letter Do's

- **DO** send a cover letter with every resume that you send to a prospective employer.
- **DO** compliment, not duplicate, the information and word choice listed on your resume.
- **DO** include relevant experiences, skills and abilities to address the employer's needs.
- **DO** address your cover letter to a specific person and their title whenever possible.

## Cover Letter Contents:

There are typically four sections in a standard cover letter. Make sure you communicate your value and specific skills and abilities to do the job.

### Section I—The Opening

- Let the employer know why you are writing and state the position you are interested in.
- Tell them how you learned of the position (a personal referral, web site, etc).
- Provide 2-3 overall skills or abilities that will make you a good candidate for the job.

### Section II—The Body

- What experience do you have that makes you qualified for this position?
- Start with most direct and relevant education and experiences to the least direct and relevant.
- Relate your qualifications to the specific job requirements and organization type. Use examples to back up these qualifications.

### Section III—The Schmooze

- Research the company or organization. What appeals to you about them?
- Why do you want to work in the specific position and/or the organization?
- Discuss why this specific industry/organization appeals to you.

### Section IV—The Closing

- Provide your contact information and state that you would enjoy the opportunity to meet.
- Thank the employer for their time and consideration.
- End the letter with Sincerely and your name.

S A M P L E

Date

Dr. Pamela Payne  
Director  
Job Resource Center  
Moraine Valley Community College  
9000 W. College Parkway  
Palos Hills, IL 60465

Dear Dr. Payne:

I am writing to apply for the **Clerical Student Employee** position in the Job Resource Center. I recently saw the opening posted on the college's online job board. I believe I would be a great fit for your department because of my previous office experience and exceptional time management skills.

I have 6 months experience as an office assistant where I was responsible for organizing and managing customers' files. Additionally, I supported the receptionist in answering and directing telephone calls, answering customers' questions, and maintaining the customer database. This allowed me to interact with diverse individuals and helped me improve my communication skills. Being a full-time student while playing basketball has helped me enhance my time management skills, resulting in meeting all deadlines for class assignments. I am confident my skills will assist me in effectively completing tasks in your department.

The Job Resource Center provides many services for students to take advantage of in their job search. I am confident my ability to interact with diverse individuals will help me communicate with students seeking assistance in finding employment. Additionally, I am well versed in using an online job board and will be able to help job seekers apply for jobs.

I would enjoy an opportunity to speak with you further regarding my qualifications for this position. I can be reached at (847) 555-3474 and via e-mail at [Professional@gmail.com](mailto:Professional@gmail.com).

Thank you for your time and consideration.

Sincerely,

Taylor Thomas