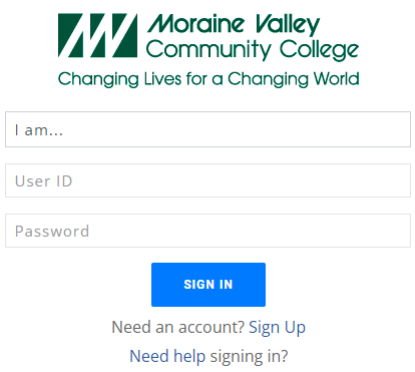
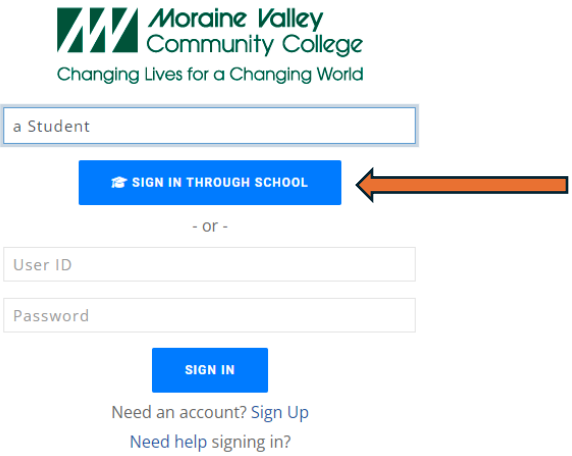
HOW TO APPLY FOR STUDENT EMPLOYMENT POSITIONS

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



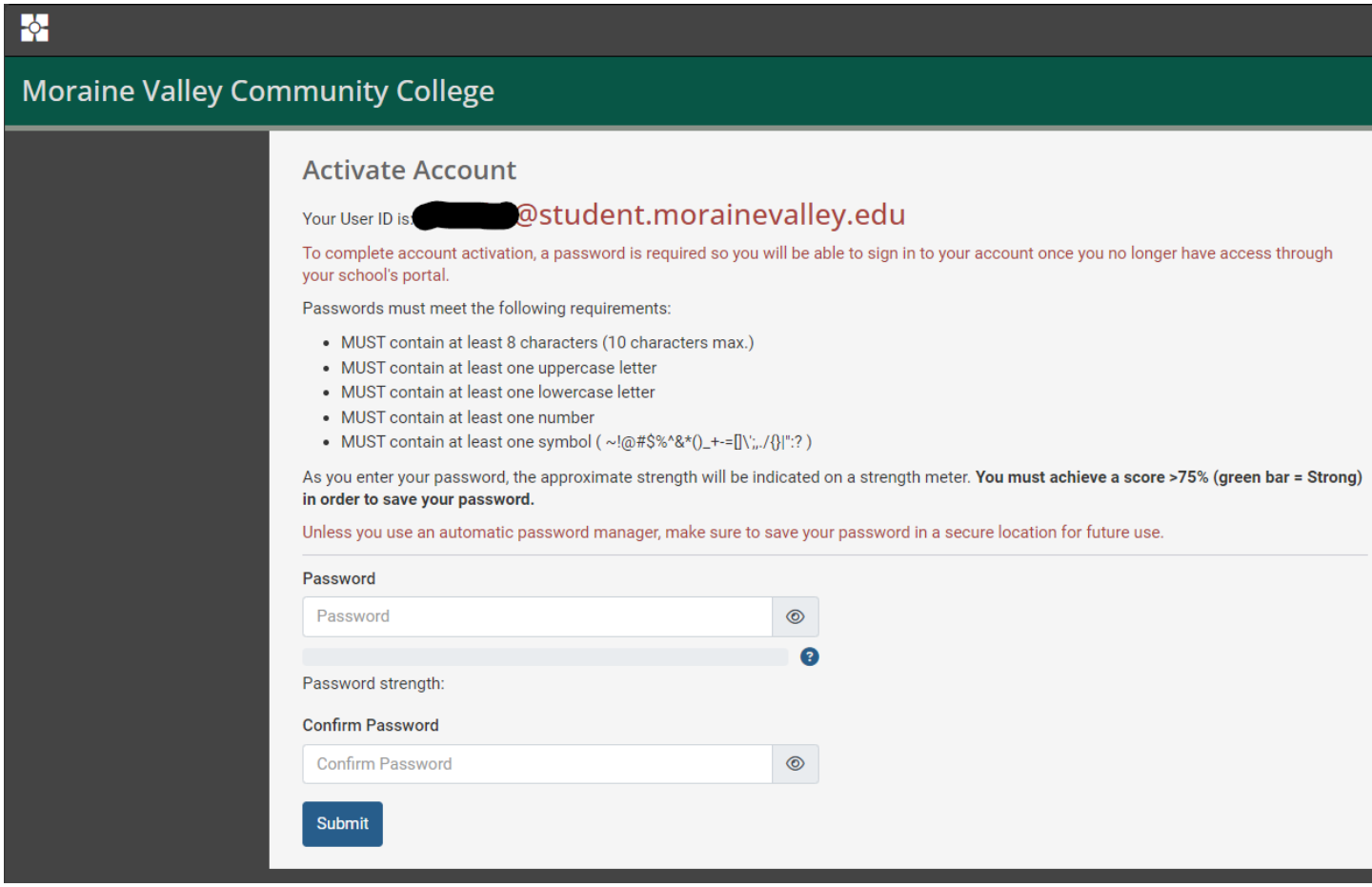
Click " I am…" and select student



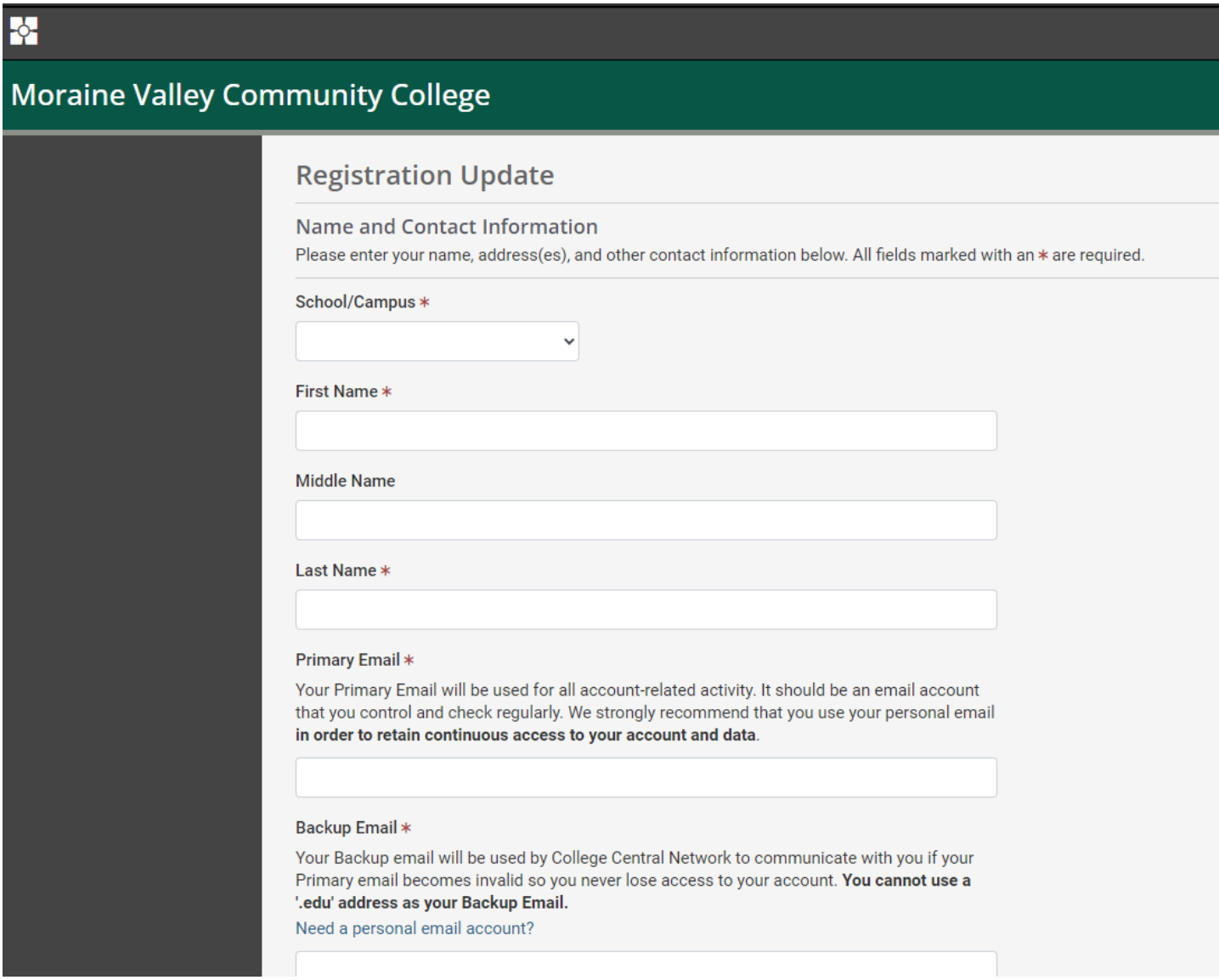
Click here and sign in using your Moraine Valley username and password.

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

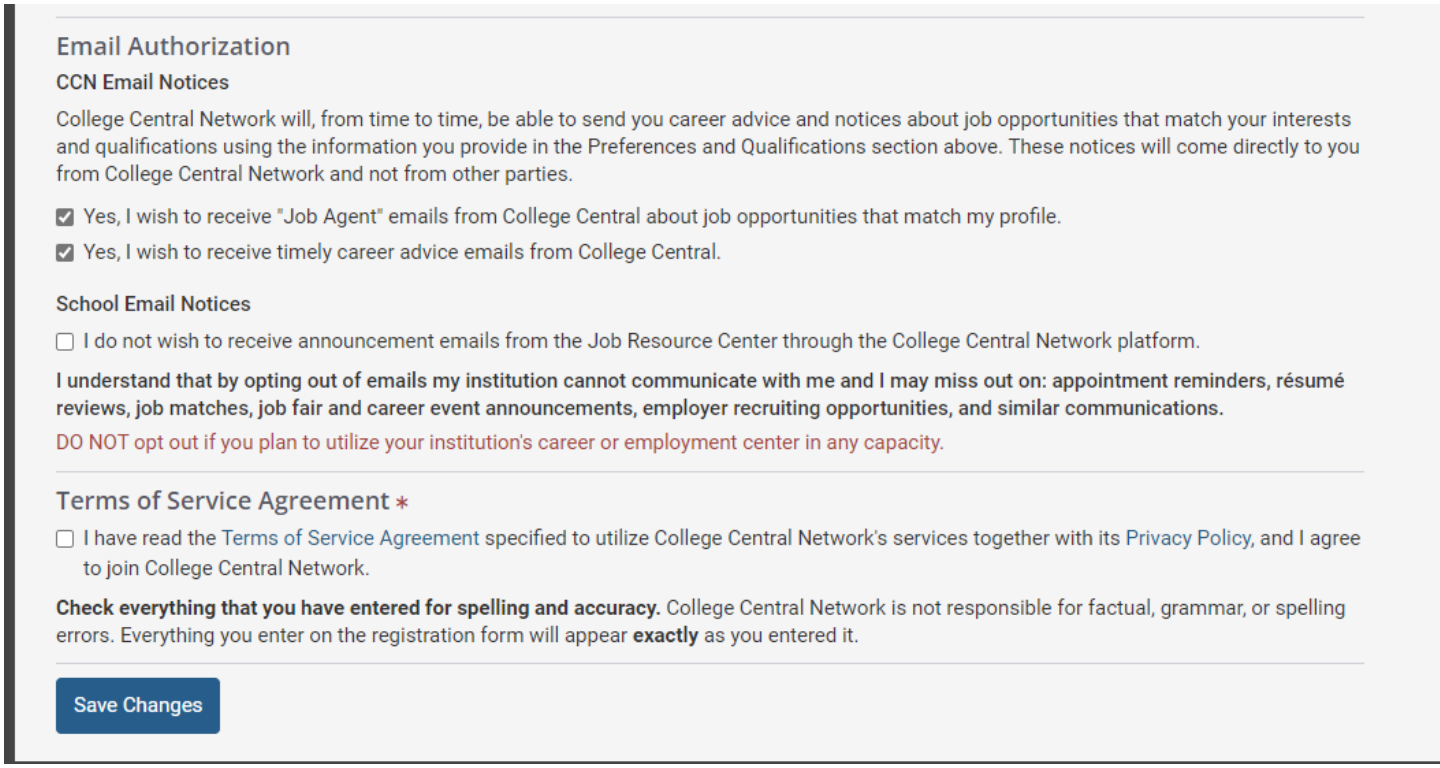
2. After signing in through MV Connect for the first time you be prompted to create a backup password. **This backup password is only used to access your account outside of Moraine Valley.**



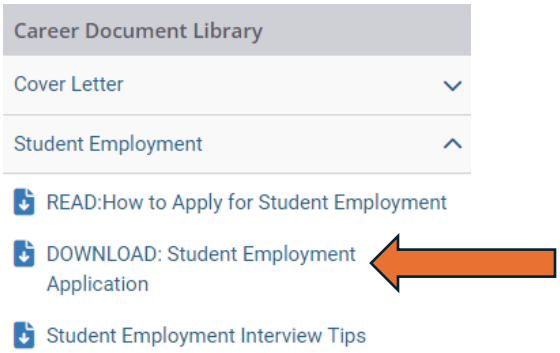
3. After setting up your backup password you will be prompted to update your contact information



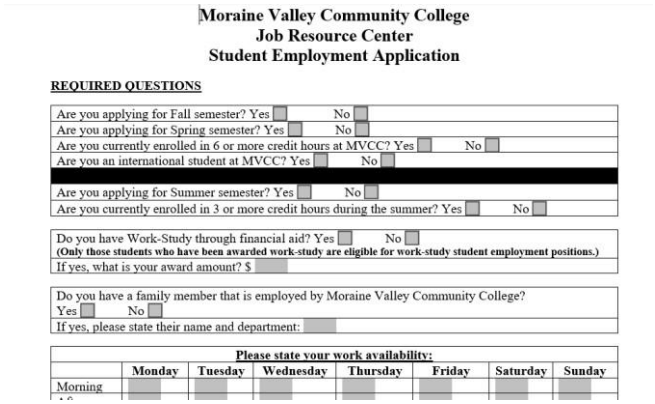
4. After updating all your Contact information select **Save Changes** at the bottom and you will be brought to the College Central Dashboard.



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. <u>Click on STUDENT EMPLOYMENT</u>**. A drop-down menu should appear that looks like this: click on **<u>"DOWNLOAD: Student Employment Application."</u>**



6. You **<u>must</u>** submit this Student Employment Application for all Moraine Valley Community College **student employment positions. <u>Resumes are not accepted</u>** 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 ☐ No ☐
Are you applying for Spring semester? Yes ☐ No ☐
Are you currently enrolled in 6 or more credit hours at MVCC? Yes ☐ No ☐
Are you an international student at MVCC? Yes ☐ No ☐
[redacted]
Are you applying for Summer semester? Yes ☐ No ☐
Are you currently enrolled in 3 or more credit hours during the summer? Yes ☐ No ☐

Do you have Work-Study through financial aid? Yes ☐ No ☐
(Only those students who have been awarded work-study are eligible for work-study student employment positions.)
If yes, what is your award amount? $

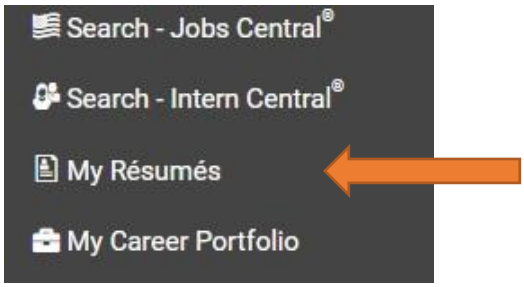
Do you have a family member that is employed by Moraine Valley Community College?
Yes ☐ No ☐
If yes, please state their name and department:

Please state your work availability:

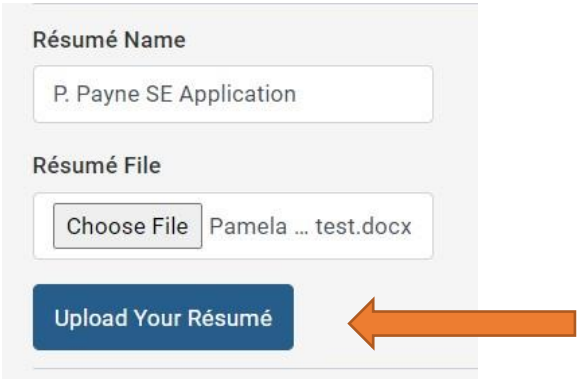
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							

7. 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."**

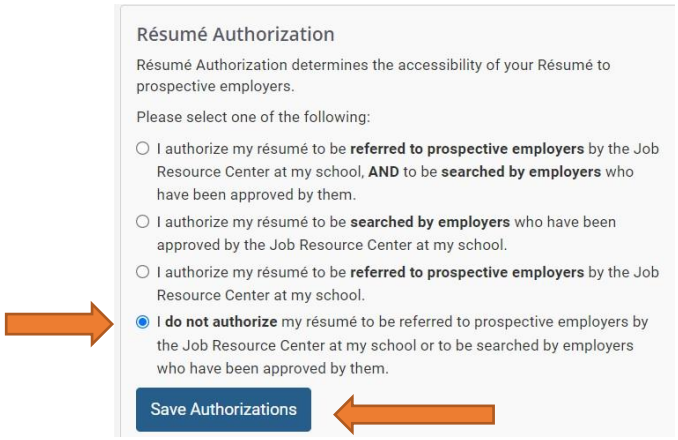
8. Once the application is complete, from the CCN Dashboard Page (Homepage) click on "**My Resumes"** located on the **left** side of the screen.



9. 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.



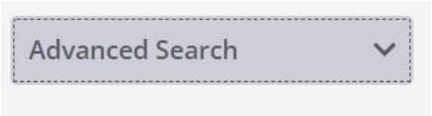
10. Under **"Resume Authorization"** select the **"I DO NOT AUTHORIZE"** option. Click **"Save Authorization"** to complete this step.



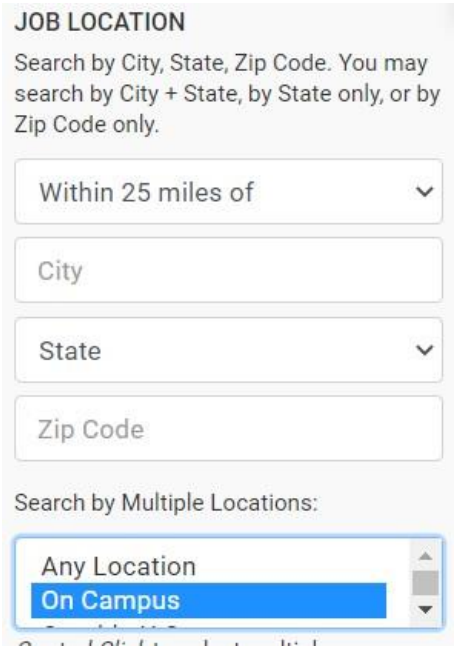
NOW YOU ARE NOW READY TO APPLY FOR AN OPEN POSITION!

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

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

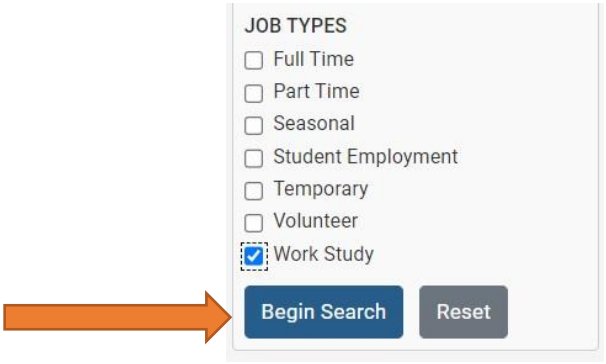


13. Scroll down toward the bottom**,** under the **JOB LOCATION** section, click **"ON CAMPUS."**



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."**



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.

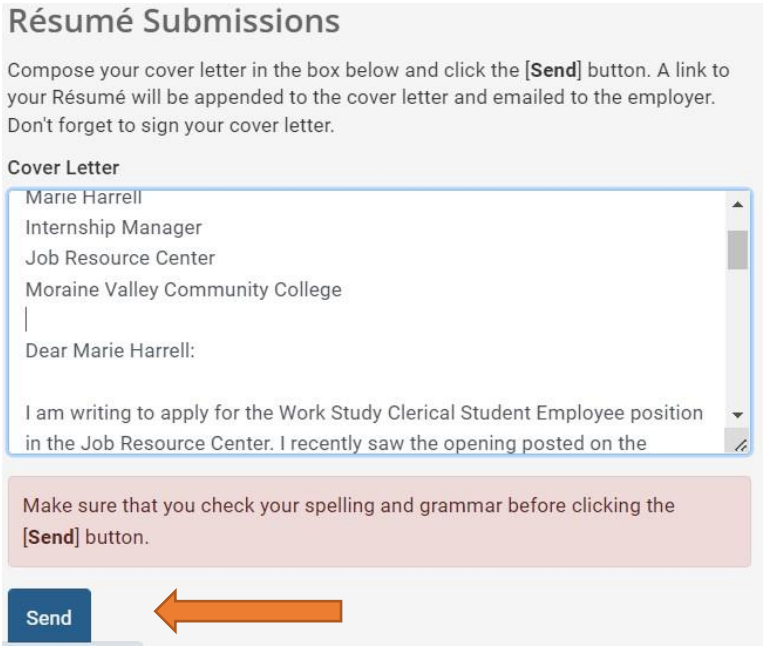
For Budgeted Student Employment Positions

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

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.

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

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.



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.

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 2nd floor – Room S202

Call for appointments

(708) 974-5737 Email:

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 a 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.

Thank you for your time and consideration.

Sincerely,

Taylor Thomas