

Office of Career Services

How to Apply for On-Campus Employment

**Federal Work Study, Regular Student Employment &
Graduate Assistantships**



Governors State

U N I V E R S I T Y

Office of Career Services

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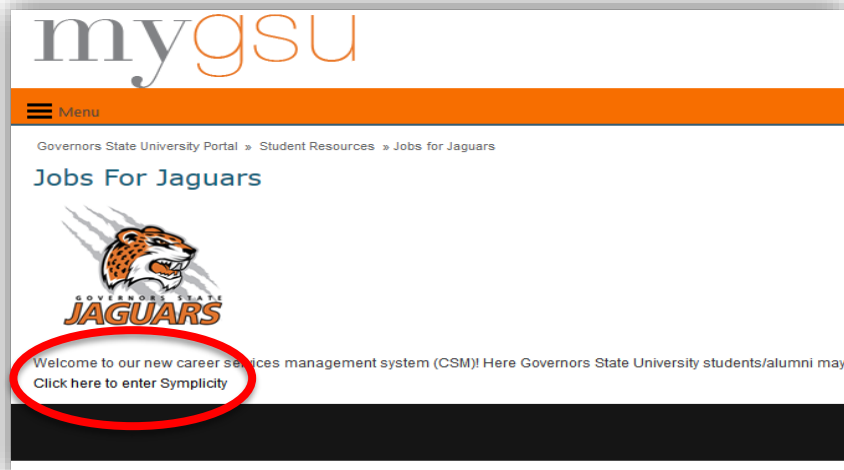
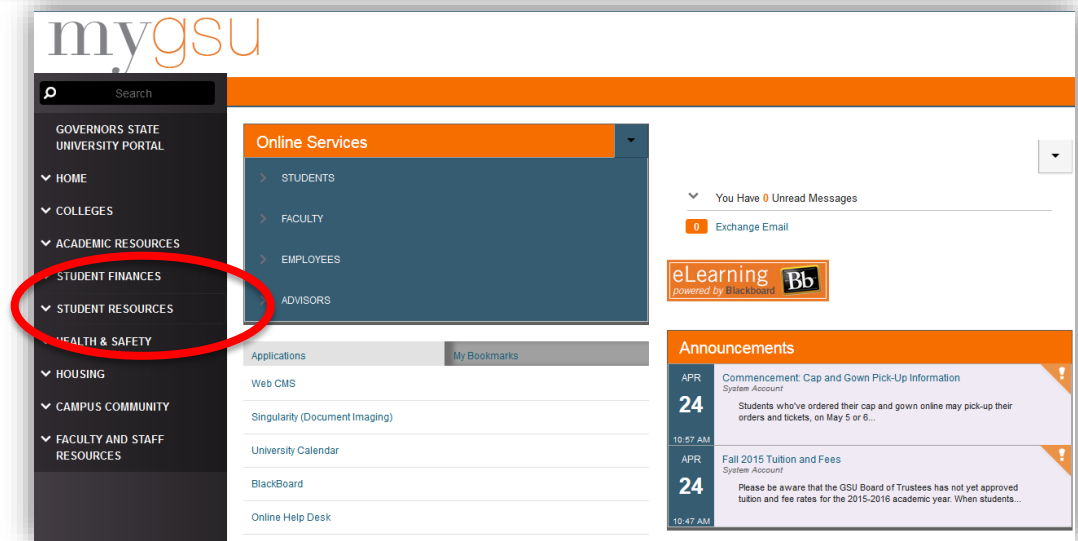
- ❑ Individual career counseling sessions
 - Interest inventories and assessments for career exploration
 - Resume and cover letter critiques
 - Mock interviews
- ❑ Job search strategies and interviewing skills workshops
- ❑ Career and internship fairs [**Student Employment Fair: August 29, 2-5pm**]
- ❑ Job and internship postings, in-office binders and on the *Jobs for Jaguars* site
- ❑ Annual Etiquette Series & Professional Image and Career Conference
- ❑ Career Resources Library located in the University Library
- ❑ Four Year Career Compass Model – *What should you be focusing on this year?*

Types of On-Campus Employment

- **Federal Work Study**
 - FAFSA required: Check your Student Aid Report
- **Regular Student Employment**
 - Part-time employment paid by department
- **Graduate Assistantships**
 - Only available to graduate students
 - Usually includes tuition waiver and monthly stipend

Quick access through MyGSU!

From the main menu,
under **Student Resources**,
choose “**Jobs for Jaguars**”



Then, agree to exit **MyGSU** by clicking
“**Click here to enter Symplicity**”

Creating Your Profile

- Enter your GSU student credentials to enter ***Jobs for Jaguars***
- If it's your first log in:
 - Complete profile with (at least) the required information
 - Double check auto populated information (My Account)



The screenshot shows the login interface for 'mygsu'. At the top, the logo 'mygsu' is displayed in a stylized font. Below it, the text 'Governors State University Jobs for Jaguars' is visible. The main login area is a light gray box containing the following elements:

- A heading: 'Enter your Username and Password'
- A 'Username:' label followed by a yellow input field.
- A 'Password:' label followed by a yellow input field.
- A checkbox labeled 'Warn me before logging me into other sites.'
- A 'LOGIN' button and a 'clear' link.

To the right of the login box, there is a security notice: 'For security reasons, please L...' and a 'Languages:' section with links for 'English', 'Spanish', 'French', 'Slovenian', 'Catalan', and 'Me'.

At the bottom of the page, the copyright information reads: 'Copyright © 2005-2012 Jasig, Inc. All rights reserved. Powered by [Jasig Central Authentication Service 4.0.0](#)'.

Finding Student Work Positions

Home Profile Documents Resources **Jobs** Employers Events Calendar

Welcome, Jessica Specht. search My Account ?

Your feedback is welcome.

Jobs & Internships
My Job Applications
NACElink Network

ANNOUNCEMENT
Welcome Students and Alumni!
Welcome to our new career services management system (CSM), **Jobs for Jaguars!** Here Governors State University students/alumni may: Explore jobs and internships, RSVP for Career Events, and share your resume with employers recruiting at our school.

Get started by completing your "Profile" and uploading a Resume using "Documents".

ANNOUNCEMENT
Career Services Office Hours
Monday, Thursday and Friday: 8:30 a.m. – 5 p.m.
Tuesday, Wednesday: 8:30 a.m. – 7 p.m.
Saturday and Sunday: Closed

View All Announcements

GETTING STARTED

- [Account Created](#)
- [Personal Profile](#)
- [Privacy Settings](#)
- [Academic Profile](#)
- [Resume](#)

SHORTCUTS

- [Jobs I Qualify For](#)
- [Career Finder](#)
- [Document Library](#)
- [Career Explorer](#)
- [Search Internships](#)
- [Search Scholarships](#)

NACElink
CAREER SERVICES MANAGER

NACElink Network is a collaboration between NACE, Symplicity, DirectEmployers and your college/university.

[Privacy Policy](#) | [Terms of Use](#)

Finding Student Work Positions

The screenshot shows a job search website interface. At the top, there is a navigation menu with links: Home, Profile, Documents, Resources, Jobs, Employers, Events, and Calendar. Below the menu is a search bar with the text 'search' and a magnifying glass icon. To the right of the search bar are icons for 'My Account', a help icon, and a printer icon. The main heading is 'job postings'. Below this is a sub-menu with 'Jobs', 'My Favorites', and 'Applications'. A filter bar contains 'All Position Types', 'Full Time', 'Reg Student Employment/Fed Work Study' (highlighted in orange), and 'Internships/Graduate Assistantships'. Below the filter bar is a search input field with the text 'Find jobs by description, location and more' and a 'Search' button. To the right of the search button is a link for 'Advanced Search'. Below the search input field is a 'Saved Searches' dropdown menu. Below that is a filter bar with 'Show Me: All Job Listings', 'Position Type: Reg Student Employment/Fed Work Study', and a 'Clear All' button. Below the filter bar is a 'View Printable Job List' button and a '(0 items selected)' indicator. To the right of these is a 'SORT BY: Date Posted' dropdown and a 'SHOW 20 per page' dropdown. The main content area displays two job listings:

- 1. Student Tutor – 2 positions**
 - Application Deadline: August 10, 2015** **Posted: May 01, 2015**
 - EMPLOYER** [GSU – Extended Learning](#) **POSITION TYPE** Reg Student Employment/Fed Work Study
 - LOCATION** University Park, Illinois **ID** 33689628
- 2. TOEL Test Assistant – 2 positions**
 - Application Deadline: August 09, 2015** **Posted: May 01, 2015**
 - EMPLOYER** [GSU – Extended Learning](#) **POSITION TYPE** Reg Student Employment/Fed Work Study
 - LOCATION** University Park, Illinois **ID** 33689627

Finding Student Work Positions

The screenshot shows a job listing for 'CUBE (Computer Lab) Assistant' at GSU ACS LAB/ITS. The page includes a navigation menu at the top with options like Home, Profile, Documents, Resources, Jobs, Employers, Events, and Calendar. A search bar and user account information are also visible. The job details are organized into sections: 'POSTED' (Apr 29, 2015), 'DIVISION' (N/A), 'DESCRIPTION' (Staff the front desk in the CUBE, answer phone calls, record information in HEAT ticketing system, assist students with printing, scanning, Microsoft Office, deliver and setup portable AV equipment, assist instructors with technology in the classroom.), 'LOCATION' (Nation Wide, no, City: University Park, State/Province: Illinois, Country: United States), 'POSITION TYPE' (Reg Student Employment/Fed Work Study, Seasonal), 'DESIRED MAJOR(S)' (All Majors), 'DURATION' (May 16, 2015 - August 15, 2015), 'QUALIFICATIONS' (Knowledge of Microsoft Office Suite, ability to troubleshoot, ability to work extended hours, the lab is open from 8:30 am to 10:30 pm Monday-Friday and on weekends. Either early morning, late evening or weekend shifts may be required. Ability to answer phones and assist users in a professional manner.), and 'ATTACHMENT(S)' (Title: Student Application Form). A red circle highlights the 'HOW TO APPLY' section, which states: 'Hand deliver completed Student Employment Application and Resume to Nell Hill at GMT-157'. Below this, the 'ATTACHMENT(S)' section shows a link to 'Student Employment Application'. A red arrow points from the 'Apply by printing out application and following delivery instructions' text to the 'HOW TO APPLY' section.

Home Profile Documents Resources Jobs Employers Events Calendar

BACK Home > Jobs > CUBE (Computer Lab) Assi...

search

My Account

NACElink software by simplicity™

CUBE (Computer Lab) Assistant

GSU ACS LAB/ITS

Posted: Apr 29, 2015

DIVISION N/A

DESCRIPTION
Staff the front desk in the CUBE, answer phone calls, record information in HEAT ticketing system, assist students with printing, scanning, Microsoft Office, deliver and setup portable AV equipment, assist instructors with technology in the classroom.

LOCATION
Nation Wide
no
City
University Park
State/Province
Illinois
Country
United States

POSITION TYPE
Reg Student Employment/Fed Work Study, Seasonal

DESIRED MAJOR(S)
All Majors

DURATION
May 16, 2015 - August 15, 2015

QUALIFICATIONS
Knowledge of Microsoft Office Suite, ability to troubleshoot, ability to work extended hours, the lab is open from 8:30 am to 10:30 pm Monday-Friday and on weekends. Either early morning, late evening or weekend shifts may be required. Ability to answer phones and assist users in a professional manner.

ATTACHMENT(S)
Title
Student Application Form

HOW TO APPLY
Hand deliver completed Student Employment Application and Resume to Nell Hill at GMT-157

ATTACHMENT(S)
Student Employment Application

IMPORTANT DATES
Posted On
May 01, 2015
Applications Accepted Until:
August 10, 2015

RELATED RESOURCES
Salary Calculator
HHS Employer Listings

HELP & SUPPORT
Send a Question or Comment

Read about the position:

- Duties of position
- Requirements
- Days/Hours of shift

Apply by printing out application and following delivery instructions

How to Apply:

Regular Student Employment & Federal Work Study Positions

- Select a position and read the job description
- Print **Student Employment Application** (Fillable PDF)
- Complete the application and submit it with a copy of your resume to the person of contact listed in the position description
 - *Helpful Tip: Note your availability or class schedule on your application!*
 - *Helpful Tip: Make an appointment with a Career Counselor to develop a resume!*

How to Apply: Graduate Assistantships

- Select a position and read the job description
- Print **Graduate Assistant/Tuition Waiver Application (fillable PDF)**
- Complete the application and submit it with all requested materials to the person of contact listed in the position description
 - *Helpful Tip: Note your availability or class schedule on your application!*
 - *Helpful Tip: Positions are often filled by word of mouth -- Network with faculty and staff to find more opportunities!*

Exercise Good Job-Seeking Behavior

- **Follow up** with the contact person (*about 1 week*) to demonstrate your interest in the position
- **Dress appropriately** for the interview and be prepared to talk about your past experiences
- **Smile** 😊
- **Send a Thank You** for the opportunity to interview

Other Opportunities as a Student

Internships

- Meet with a Career Counselor for assistance with preparing your documents and finding internship opportunities

STEP: Student Training Experience Program

For undergraduates who are also state of Illinois residents

- Complete an **Internship Application** and submit your revised resume to the Office of Career Services

Questions?

Contact the Office of Career Services!

- B1215
- (708) 235-3974
- career@govst.edu
- www.govst.edu/careerservices/