Office of Career Services
How to Apply for On-Campus Employment
Federal Work Study, Regular Student Employment & Graduate Assistantships
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 18**, 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)
Finding Student Work Positions

Welcome, Jessica Specht.

Your feedback is welcome.

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”.

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

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

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Finding Student Work Positions

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!

- A1120
- (708) 235-3974
- career@govst.edu
- www.govst.edu/careerservices/