![Anoka-Ramsey Community College logo]

ON-CAMPUS JOB POSTINGS

STUDENT EMPLOYMENT / WORK STUDY

Visit the ARCC Job Board:
www.collegecentral.com/AnokaRamsey

CREATE AN ACCOUNT
1) Click on **"Students"**
2) Click on **"Create Account"**
3) You must use your **STAR ID** as your User ID
4) Create a **password**
5) Fill out the information requested to create your account (2-3 minutes)

SEARCH FOR OPEN ON-CAMPUS POSITIONS
1) Once your account has been created, log-in using your STAR ID and Password
2) From your Dashboard, click on **"Search Postings to my School"**
3) Scroll down until you see the search category **"Job Types"**
4) Click on the box **"Student Employment"** (this will search only on-campus jobs for you to view)
5) Leave all other information/search boxes blank on this page
6) Click on the blue **"Begin Search"** at the bottom of the page
7) View on-campus positions, click on titles to view more detailed information
8) Follow instructions on each posting to **apply for jobs**
9) You may choose to **upload your resume** to your account, and apply for jobs directly through the system.

DO YOU NEED HELP WITH…
- Creating your College Central Network Account?
- Searching jobs within the system?
- Creating a resume or cover letter?
- Learning how to interview for jobs?

Visit the Career Services Center for help!
Christa Hayes | Career Center Coordinator
christa.hayes@anokaramsey.edu | 763-433-1430
Cambridge Campus: By Appt. Only | Coon Rapids Campus: SC-273
Online job search resources: www.anokaramsey.edu/resources/career-services/