

INSTRUCTIONS FOR VIEWING WORK-STUDY JOB OPENINGS

Visit the ARCC Job Board:

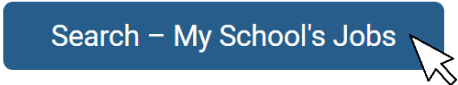
www.collegecentral.com/AnokaRamsey

STEP 1: 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)

STEP 2: SEARCH FOR OPEN WORK-STUDY POSITIONS

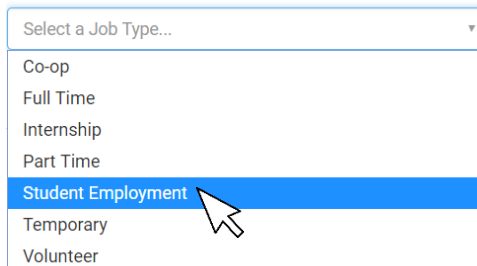
- 1) Once your account has been created, log-in using your STAR ID and Password
- 2) From your Dashboard, click on “**Search- My School’s Jobs**”



Search – My School's Jobs

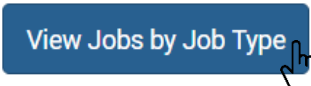
- 3) Under “**View Jobs by Job Type**” select “**Student Employment**”

View jobs by Job Type:



Select a Job Type...

- Co-op
- Full Time
- Internship
- Part Time
- Student Employment**
- Temporary
- Volunteer



View Jobs by Job Type

- 4) View work-study positions, click on titles to view more detailed information
- 5) **Follow instructions listed on the posting to apply for a position**

From your Dashboard you can also view 100's of jobs posted by employers in the local community:

My School's Jobs

View ALL jobs posted exclusively to your school:



View All Jobs

Do you need help with?... Creating your account, searching jobs within the system, creating a resume or cover letter, or learning how to interview for jobs?

Contact the Career Services Center for help- Email: CareerServices@anokaramsey.edu Phone: 763-433-1430
Work-study eligibility Q's contact Financial Aid- Email: FinancialAid@anokaramsey.edu Phone: 763-433-1500