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

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