

# **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

A1120 • 708.235.3974 • [career@govst.edu](mailto:career@govst.edu) • [www.govst.edu/careerservices/](http://www.govst.edu/careerservices/)

- ❑ 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**

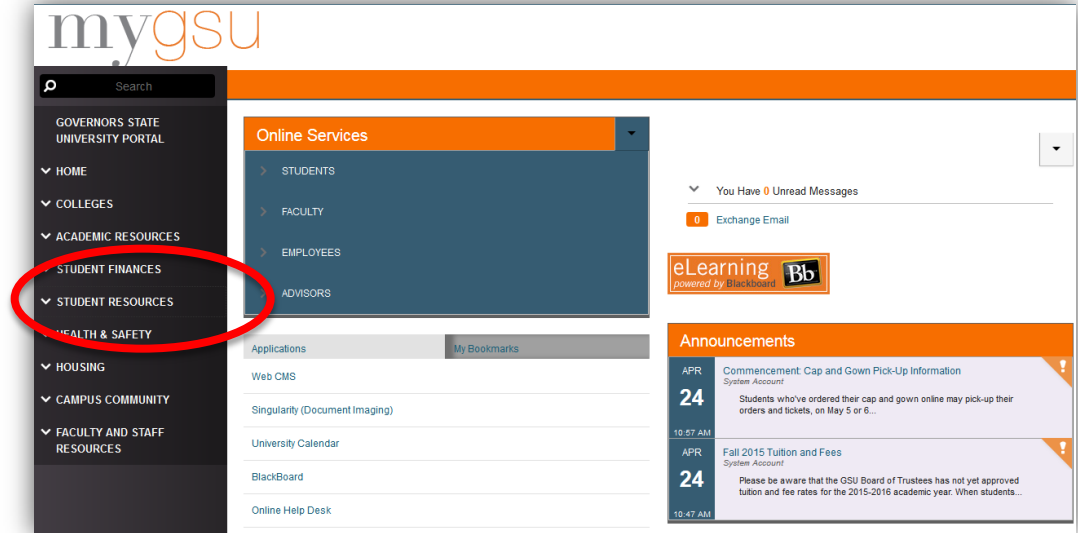
- Part-time employment paid by department

- **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)

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 heading 'Enter your Username and Password'. It features two input fields: 'Username:' and 'Password:'. Below the password field is a checkbox labeled 'Warn me before logging me into other sites.' At the bottom of the login box are two buttons: 'LOGIN' and 'clear'. To the right of the login box, there is a section for 'Languages:' with links for 'English', 'Spanish', 'French', 'Slovenian', 'Catalan', and 'Me'. At the bottom of the page, there is a copyright notice: '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 ? Print

Your feedback is welcome.

**Jobs & Internships**  
My Job Applications  
NACElink Network

Show Me RSS

**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](#)

**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](#)

**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 bar with links: Home, Profile, Documents, Resources, Jobs, Employers, Events, and Calendar. Below this is a search bar and a 'My Account' link. The main heading is 'job postings'. A secondary navigation bar includes 'Jobs', 'My Favorites', and 'Applications'. A filter bar shows 'All Position Types', 'Full Time', 'Reg Student Employment/Fed Work Study' (highlighted), and 'Internships/Graduate Assistantships'. Below the filter bar is a search input field with a 'Search' button and a link to 'Advanced Search'. There are also 'Saved Searches' and 'Show Me' filters. The 'Show Me' filter is set to 'All Job Listings' and 'Position Type: Reg Student Employment/Fed Work Study'. A 'View Printable Job List' button is visible, along with a 'SORT BY: Date Posted' dropdown and a 'SHOW 20 per page' dropdown. Two job listings are shown:

- 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, a search bar, and a sidebar with 'RELATED RESOURCES' and 'HELP & SUPPORT'. The main content area is divided into sections: 'HOW TO APPLY', 'ATTACHMENT(S)', and 'IMPORTANT DATES'. A red circle highlights the 'HOW TO APPLY' and 'ATTACHMENT(S)' sections, and a red arrow points to the 'Send a Question or Comment' button in the sidebar.

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.

Employer Profile

**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](#)

**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](#)

## 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](mailto:career@govst.edu)
- [www.govst.edu/careerservices/](http://www.govst.edu/careerservices/)