

Student Employment Web Site

Student's JobX User Guide

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Getting Started

Welcome to the Student Employment Web site. We believe that you will find this Web site to be a helpful and easy-to-use tool to meet your student employment needs. This site will enable you to utilize different search criteria to find jobs, apply for jobs, gather useful employment resources, and receive e-mails regarding newly posted jobs.

To begin using the Web site, type <https://seojobs.mtholyoke.edu> into your Internet browser's address bar.

Student Employment Home Page

The Home Page of the Student Employment site is designed for students. Features accessible from the home page include:

Find a job...



Provides quick access to search tools that enable students to browse all available job offerings.

Signup for JobMail...

A system that automatically e-mails students when new jobs are posted on the site that meet their criteria.

Recently Posted Jobs...

Lists the three jobs most recently posted on the system. Students can access job descriptions by clicking on the title.


<ul style="list-style-type: none">▶ Find a job▶ Information for Employers▶ Signup for JobMail▶ Contact Us▶ Job Planner▶ Student FAQs	<div style="background-color: #cccccc; padding: 2px;">Welcome</div> <p>Good Afternoon and welcome to JobX!</p> <p>Welcome Janice Kane to the new Mount Holyoke student employment web site!</p> <p>Please head to the CDC home page for non student employment job searches.</p> <h3>Employers</h3> <p>JobX is now available for employers to enter jobs for summer and the next academic year!</p> <p>Employers [click here] to log-in.</p> <p>Need to obtain a password to access job posting features? [Click here]</p>	<div style="background-color: #cccccc; padding: 2px;">Featured on the site</div> <div style="text-align: center;">Students - Find a job</div> <p>JobX is open!</p> <p>Search and browse through available student jobs, and even apply on-line!</p> <div style="text-align: center;">Students - JobMail</div> <p>Be the first to know when jobs you are interested in become available via email.</p> <p>Make sure to unsubscribe once you've been hired or you'll keep receiving email!</p>
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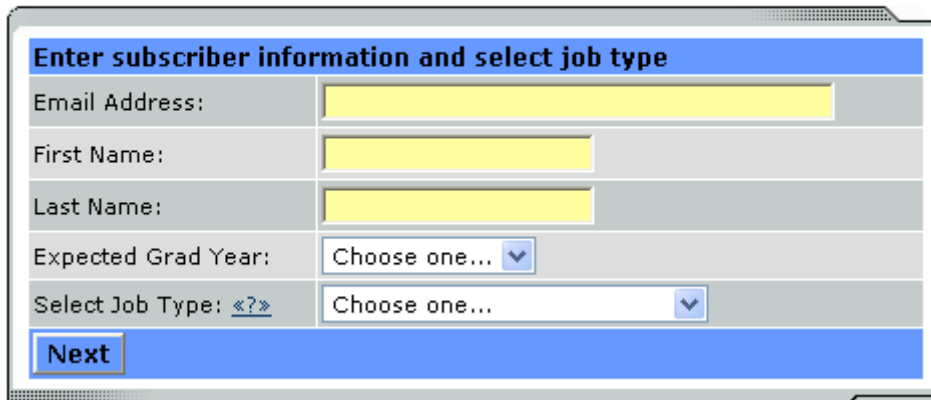
Signup for JobMail

STEP 1) Go to: <https://seojobs.mtholyoke.edu>

STEP 2) Click the “Signup for JobMail” button on the left side, or in the middle, of the page.

STEP 3) To subscribe to JobMail, enter the requested information on the first page, and then click the "Next" button.

 <-- Click for help with JobMail Signup



The screenshot shows a web form titled "Enter subscriber information and select job type". The form contains the following fields:

Email Address:	<input type="text"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Expected Grad Year:	<input type="text" value="Choose one..."/>
Select Job Type: <?>	<input type="text" value="Choose one..."/>
<input type="button" value="Next"/>	

STEP 4) Select criteria to customize the types of job postings that automatically trigger e-mails to you. You can choose criteria by selecting any items you wish to add from the left side (or unselected) list box and clicking the "Add" button to move it over to the right side (or selected) list box. After you have selected all the items you wish to include in your JobMail subscription, click the "Finish" button to subscribe.

You will receive an automated e-mail confirming your subscription to JobMail. The e-mail will contain a link so that you can update your profile or subscription at any time.

The screenshot shows a web interface for selecting job criteria. The title is "Job Type: On-Campus - Academic Year" and the instruction is "Select categories, employers and/or time frames". There are three main sections: "Category", "Employer", and "Time Frame". Each section has an "Available" list on the left and a "Selected" list on the right. In the "Category" section, the available list includes Administrative Fellow, Athletics, Commencement/Reunion Weekend, First Yr Reserve Job, and Food Services. In the "Employer" section, the available list includes Admission [421], African American & African Studies [315], Alumnae Association [635], American Studies [309], and Anthropology & Sociology [356]. In the "Time Frame" section, the available list includes January (J) Term, Academic Year, Fall, Spring, and Summer. Each section has "Add >>>" and "<<< Remove" buttons. At the bottom, there are "Back" and "Finish" buttons.

Congratulations! You've successfully signed up for JobMail!!!

Finding a Job

STEP 1) Go to: <https://seojobs.mtholyoke.edu>

STEP 2) Click the “Find a Job” button on the left side, or in the middle, of the page.

STEP 3) Find a Job by searching and browsing through available jobs. Utilize the Quick Job, Easy Job, and Advanced Job searches provided on the page to find the jobs most interesting to you.

Quick Job Searches

- Most Hours per Week
- Fewest Hours per Week
- Most Openings
- Holiday Break Jobs
- Recently Posted

Easy Job Searches

- Find jobs by category
- Find jobs by keyword

Advanced Job Searches

Pick one or combine the criteria below for a refined job search.

- Job Categories
- Department or Employer
- Time Frame

STEP 4) Click on the Job Title link for the job you wish to review. The Job Details page for that job will open for you so that you can determine if you would like to apply for this job.

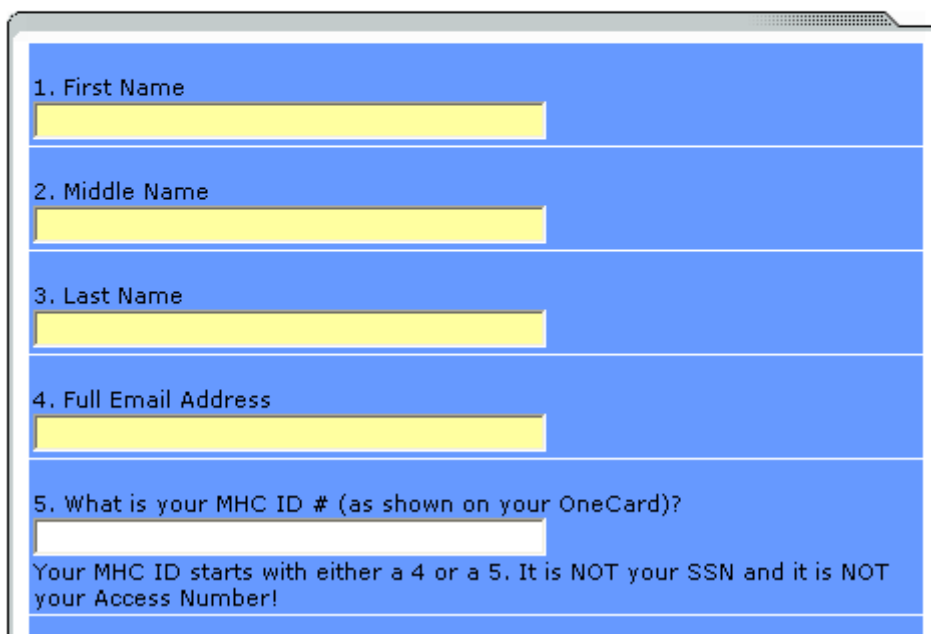
Community Administrative Fellow	
Click here to apply for this job	
Employer	Community Based Learning Program [378]
Employer Type	On Campus
Category	Administrative Fellow
Job Type	On-Campus - Academic Year
Job Description	The Community Administrative Fellow will support the Community-Based Learning (CBL) program by assisting community-based organizations who partner with faculty in the offering of CBL courses. By the Community Fellow working at a community agency, it will increase the human resources of that organization. Furthermore, it will allow community agency staff members the time to supervise Mount Holyoke students as they engage in community learning activities. The Community Fellow's duties and projects will be determined by the community agency she is assigned to. For a more complete job description, see the Administrative Fellows notebook in the Career Development Center Resource Library or go directly to the website at: www.mtholyoke.edu/offices/careers/seo/admin.htm
Job Requirements	Experience with CBL classes and community service, excellent oral and written communication skills, experience with completing projects and office tasks, preferred ability to speak and write Spanish, knowledge of local communities. Please complete the forthcoming application and forward a cover letter and resume to Prof. Preston Smith, 117 Porter Hall, Weissman Center for Leadership. Applications will be accepted from now until September 17th.
Hourly Rate	\$8.00/hour
Time Frame	Academic Year
Primary Contact	Preston H. Smith
Primary Contact's Email	psmith@mtholyoke.edu
Work Location	
Phone Number	538-3702
Fax Number	

STEP 5) If you would like to apply for the job, click on the link provided underneath the job title. The Job Application form will open for you. Complete the form and then click on the “Submit Application” button when you are finished. The employer who listed the position will receive an automated e-mail informing them of your application for their job.

Apply To Job

For: [Community Administrative Fellow](#)

Please complete the below application, then click the "Submit Application" button to apply for this job. A red asterisk will appear next to fields that are required but have not been entered.



1. First Name

2. Middle Name

3. Last Name

4. Full Email Address

5. What is your MHC ID # (as shown on your OneCard)?

Your MHC ID starts with either a 4 or a 5. It is NOT your SSN and it is NOT your Access Number!

Congratulations! You've successfully used the Find a Job feature!!!

Using the Job Planner

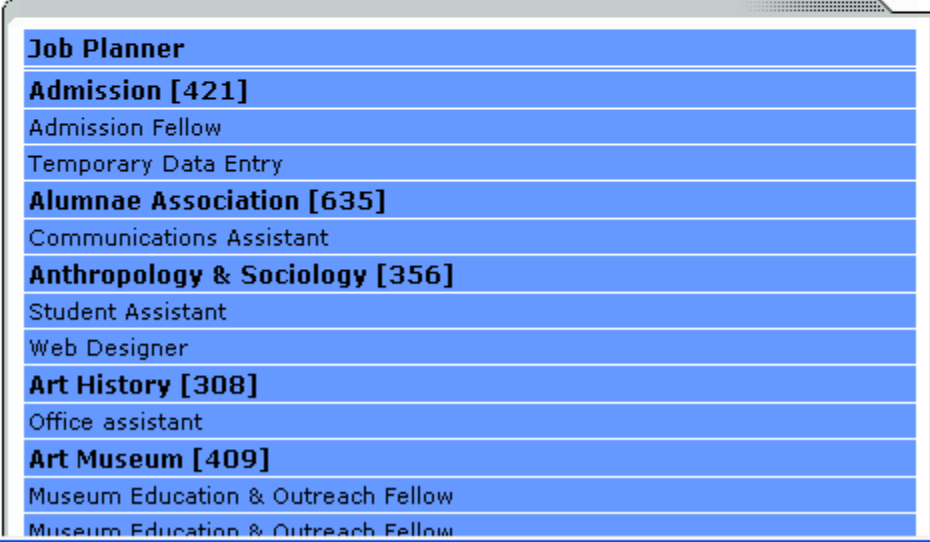
STEP 1) Click the “Job Planner” button on the left side of the page.

STEP 2) The Job Planner page lists jobs that have historically been offered by various departments. This can give you ideas for jobs that may become available in the future. You can browse for different departments or types of jobs that might interest you.

Job Planner

This page lists campus jobs which have historically been offered by various departments. You may use the list to get a feel for which departments offer jobs you may be interested in. **Not all of these jobs are actually available.** Rather, these jobs are listed only as examples of the on-campus employment offered, and to give you ideas for jobs which may become available in the future.

To search for available jobs, please visit the [Find A Job](#) page.



Job Planner
Admission [421]
Admission Fellow
Temporary Data Entry
Alumnae Association [635]
Communications Assistant
Anthropology & Sociology [356]
Student Assistant
Web Designer
Art History [308]
Office assistant
Art Museum [409]
Museum Education & Outreach Fellow
Museum Education & Outreach Fellow

Congratulations! You've successfully used the Job Planner feature!!!