

Getting Started

The Student Employment Office is pleased to announce our new job website, Student Employment Jobs, that will help employers and students in the job posting, searching, and hiring process.

With this new tool, students will be able to:

- Search for jobs using any number of different criteria.
- Receive automated email when preferred jobs become available.
- Review a history of job hiring to get a better understanding of the College's student employment needs.
- Apply for jobs online.

These new services use a web interface and are designed to be self-explanatory. Additional help on each web page can be accessed by clicking these icons:

The instructions contained in this document will help explain most of the


features of the website and how to use them. Please email questions to stuemp@wellesley.edu.



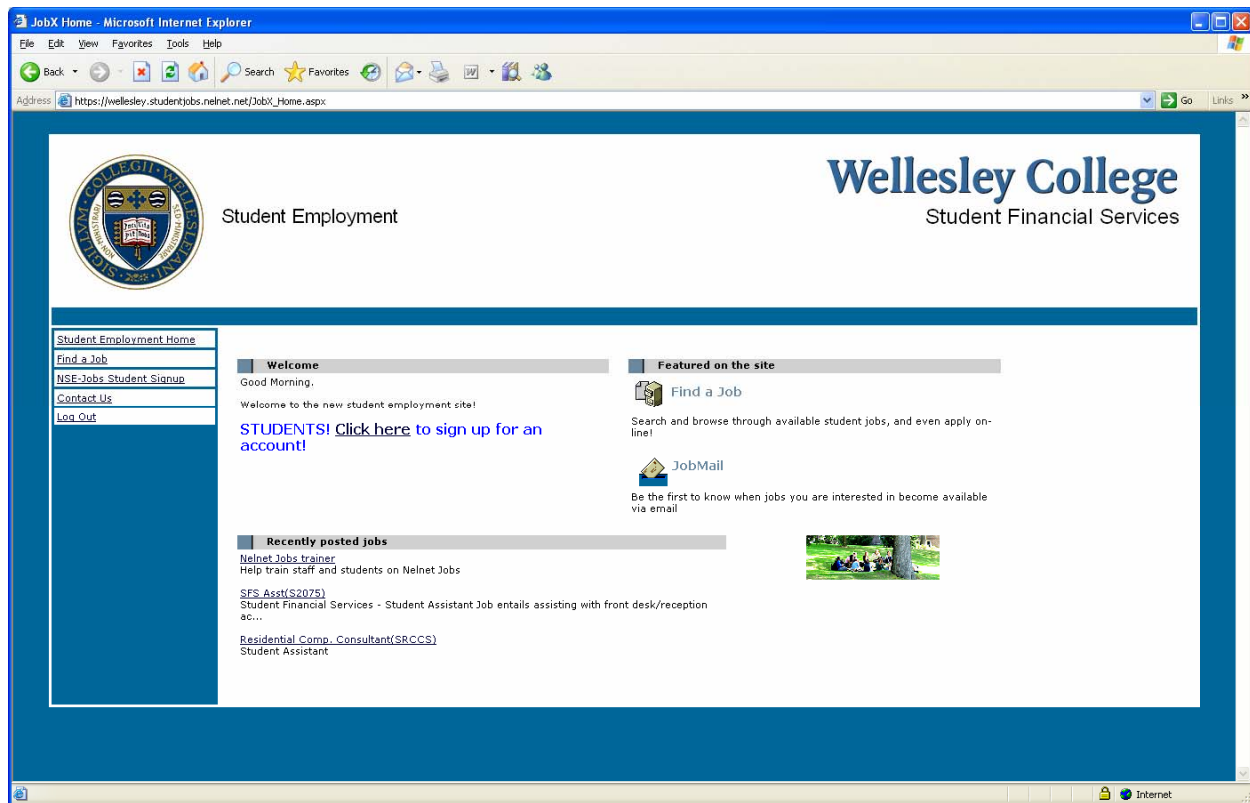
To begin, go to the Student Employment Office website at:

<http://www.wellesley.edu/SFS/StudentEmployment.html>

Click [For Students](#) then [Job Listings](#) to get to the job listings homepage:

Student Employment Home Students On-Campus Employers Off-Campus Employers Contact Us	<p>Welcome to Student Employment!</p>  <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;"> <p>Important Information</p> <p>More Than Just Our Look Has Changed: As part of an electronic initiative, this site now includes increased functionality for students and employers alike. We invite you to begin a new experience with us.</p> <p>Job Listings Now Available: To search the listings now, click here.</p> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 30%;"> <p>Students Search for a job or sign up for e-mail notification about positions you're interested in.</p> </div> <div style="width: 30%;"> <p>On-Campus Employers Post available positions, review applications, and hire student employees. Employment guidelines and required documents are at your fingertips.</p> </div> <div style="width: 30%;"> <p>Off-Campus Employers Off-campus employers may post job opportunities for students. Non-profit community service employers may submit an application to participate in the Federal Work-Study Off-Campus Program.</p> </div> </div>
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Click [Students](#) to get to the student section:



Features include:

- **Sign up for an account** – Creating a student account allows for full access to all functions including Job Mail and applying for jobs on-line.
- **Find a Job** – allows student to browse available job posting in several different ways.
- **Job Mail** – Receive automatic email when new jobs that meet your specified criteria are posted.
- **Recently Posted Jobs** – View details of the three most recently posted jobs.
- **Contact Us** – The best way to reach us is by email at stuemp@wellesley.edu

Find a Job

Click [Find a Job](#) to view all jobs posted to the Student Employment website.

Quick Job Search:

The **Quick Search** page loads first, allowing you to find jobs quickly by selecting from the most frequently run searches.

Click the [Data Bank of available jobs](#) to find out how many total jobs are presently available.

Find A Job



Quick Search
Advanced Search

Select a quick search.

Show All Active Jobs	Most Hours per Week
25 Most Recently Posted Jobs	Fewest Hours per Week
Summer Jobs	Temporary Jobs

Data Bank of available jobs	# of Jobs	# of Openings	# of Employers
:: On-Campus Workstudy Jobs	7	16	5
:: Off-Campus Workstudy Jobs	1	2	1
:: Total	8	18	6


Advanced Job Search:

If you want to be more specific in your job hunt, click the **Advanced Search** tab and select from a combination of search criteria.

The screenshot shows a web interface for job searching. At the top, there are two tabs: "Quick Search" and "Advanced Search", with "Advanced Search" being the active tab. Below the tabs, there are two radio buttons: "On-Campus Workstudy Jobs" (selected) and "Off-Campus Workstudy Jobs". A dark grey bar contains the text: "Narrow your search with the following options. Selecting none for any search criteria implies all." Below this is a text input field labeled "Keyword(s)". Another dark grey bar contains the instruction: "Click + and - to expand and collapse search criteria." Below this are six expandable sections, each with a plus sign icon and a label: "Categories", "Employers", "Time Frames", "Wage", and "Hours per Week". At the bottom left, there is a "Search!" button.

- 1 ▶ Select either from the on-campus or off-campus work-study jobs.
- 2 ▶ Narrow your search by defining as many or as few criteria as you want.

Keyword searches job title, description, requirements, and department name.

Click the  sign next to a criterion branch to expand your options. Follow the instructions to choose specific items within that criterion. Your choices are not cleared by collapsing a branch of the search criteria. Your choices will be preserved and used in the search.

3 ▶ Once you have defined your criteria, click Search! If you are not getting any results, check the Data Bank at the bottom of the search screen to confirm the number of available jobs. If there are an insufficient number of jobs within the job type you are searching, try making your search broader.

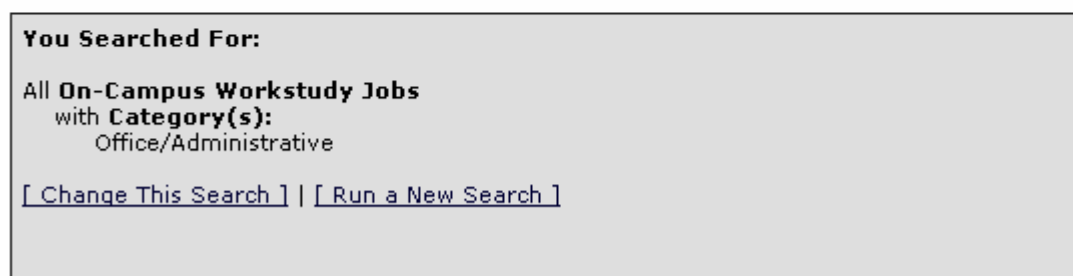
Note: Advanced Search will return results based on the logic of AND between search criteria and OR within them. For example, select the Categories: Office/Administrative; PERA; and General along with Timeframe: Spring. Your results will include only jobs in those categories posted for Spring.

Categories
Select Job Category (Up to 3):
Office/Administrative ▼
Select Category 2... ▼
Select Category 3... ▼
Employers
Select Job Employer (Up to 3):
Student Financial Services(2075) ▼
Select Employer 2... ▼
Select Employer 3... ▼
Time Frames
Select Time Frame(s):
<input checked="" type="checkbox"/> Spring
<input type="checkbox"/> Fall/Spring
Wage
Greater than:
Doesn't Matter ▼
Hours per Week
Between Doesn't matter ▼ and Doesn't matter ▼
Search!

► Results Page

This page displays the results of your search and allows you to access the details of a job.

- 1 ► Click the title of a job to view its details. From the details page of certain jobs, you will be able to apply online.



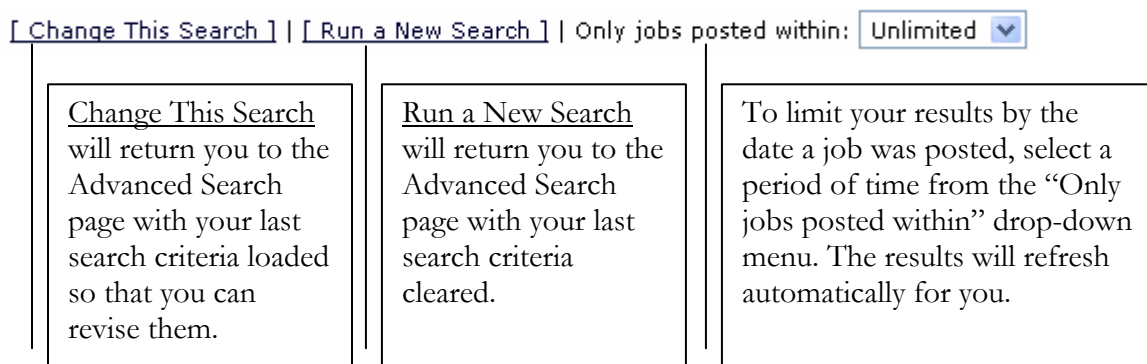
- 2 ► If your results exceed a certain number per page, they will not all be listed. The number of results listed will be indicated at the top of table, seen here:



To view the next set of results, scroll to the bottom of the table and click [Next Page](#).



- 3 ► Above the results table you will find several options for refining your search.



- 4 ► At the bottom of the results page is confirmation of your original search criteria.

Account Sign Up and Applying for a Job

While you can view job postings without an account, you need to have an account to apply for jobs on-line.

Account Sign Up and Log In Procedures:

Students are encouraged to sign up for an account so they will be ready to apply for a job and utilize all features of the website. From the Student Home Page, go to Welcome and click on [Students! Click here to sign up for an account!](#)

- E-mail address - be sure to include "...wellesley.edu".
- Password – this does not have to be related to any Wellesley passwords; choose whatever you want.

This will bring you to the student [Create New Account](#) page. Enter the information requested and establish your own password that you will use to Log In.

Create New Account

Please enter your information below to establish a new student account.	
E-mail Address	<input type="text"/>
First Name	<input type="text"/>
Middle Name	<input type="text"/>
Last Name	<input type="text"/>
Student ID	<input type="text"/>
Please enter the password of your choice, all passwords are case sensitive!	Enter Password: <input type="password"/>
	Re-Enter Password: <input type="password"/>
Anticipated Grad Year	2008 <input type="button" value="v"/>
<input type="button" value="Submit"/>	

Applying for a Job

1 ▶ If you would like to apply for the job, click the link provided underneath the job title. Before you can apply for the job, you must agree to the disclaimer whether or not you have a work-study award. You will only have to agree to this disclaimer once per session.

Job Details ⓘ

[Return to search results](#)

SFS Asst(S2075)	
Click here to apply for this job	
Job ID	4013
Job Type	On-Campus Workstudy Jobs
Employer	Student Financial Services(2075)
Date Posted	Jan 30, 2008
Category	Office/Administrative
Job Description	Student Financial Services - Student Assistant Job entails assisting with front desk/reception activities; opening, sorting, and distributing mail; answering inquiries by telephone, email, and in-person; helping with office coverage and general office work; and working closely with other student office assistants.
Job Requirements	Basic computer skills, good communication skills, pleasant telephone manner, and attention to detail. Some office skills are helpful but not necessarily required. Applicant must be comfortable working with confidential material. Thorough training on office procedures will be provided.
Available Openings	1
Hours	6.0 to 12.0 hours per week
Hourly Rate	\$8.00/hour to \$8.75/hour
Time Frame	Fall/Spring
Contact Name	Karensa MacGregor
Contact Email	kmacgreg@wellesley.edu
Work Location	Green Hall 141/436
Phone	N/A
Fax	N/A

2 ▶ Complete the Job Application as directed. This form may ask different questions depending on the department that is posting the job. If you leave questions blank that are required to be answered, the system will not allow you to submit your application. Be sure you have included all the required and appropriate information as once you click [Submit Application](#) you will no longer have access to this page.

Note: You will not have a chance to review this application once it is submitted so be sure your information is correct. To keep track of the jobs you are applying to and the information on your application, you should do a "print screen" of the application before submitting it as there is no other tracking procedure currently available.

Apply To Job

For: SFS Asst(S2075)

Please complete the application below, 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.

Review this application carefully before you submit it. You will not have an opportunity to revise your answers once they are submitted.

1. First Name

2. Middle Name

3. Last Name

4. E-mail Address

5. Student ID

6. What is your graduation year?
 2008 2009 2010 2011

7. Briefly describe any work experience, paid or volunteer.

[Submit Application](#)

3 ▶ Once you click Submit Application, the employer will receive an automated e-mail informing him/her of your application. Employers will be receiving many applications, so please do not expect an immediate reply. Employers will most likely contact you by email at the address you designate on your application within a short period of time so be sure to check your email frequently. Note that each job must be applied for separately but there is no limit to the number of jobs you can apply to.

Any questions on this material and/or the website should be sent to stuemp@wellesley.edu.