

## MCC –STUDENT EMPLOYMENT ON CAMPUS STUDENT EMPLOYMENT STEPS

To be considered for student employment at MCC:

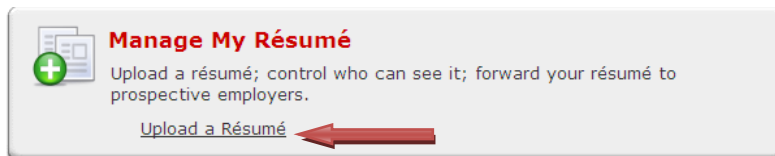
- 1) You must be enrolled at least half time. (6 hours during fall and spring semesters and 3 hours in summer semester/ intersession).
- 2) Develop your resume – see Career Services if you need assistance
- 3) Apply for student employment job(s) via the free online job board system [www.collegecentral.com/mchenry](http://www.collegecentral.com/mchenry).



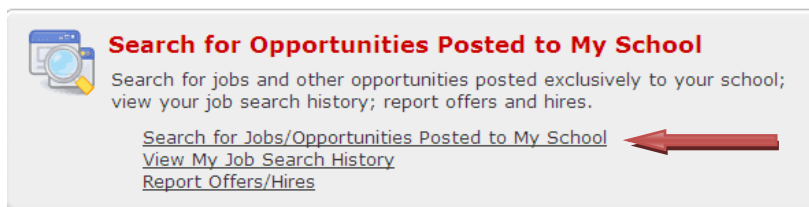
a) Click the  icon

- 4) If you have an **Access ID and Password**: click [Log in at Student Central](#).
- 5) If you do NOT have an **Access ID and Password**: Create your account by clicking [Register Now](#) . Complete the registration steps that follow.

a) Once you have logged in or registered, upload your resume by clicking:



b) To begin searching for on campus positions, click



- c) Complete the search form. Be sure to select “On Campus” for a listing of **on-campus student jobs**. Click “Begin Search”
- d) Click on the **job id** to view full job descriptions
- e) To apply to a position, scroll to the bottom of the job posting, Select the “**Submit to Posting**” button
- f) Be sure the **Cover Letter** references the job title of the position in which you are applying.
- g) Review your documents for accuracy before you Click the Send button to apply for the position.