



## Finding and applying to on-campus jobs at Morrisville State College

Following is information for finding on-campus jobs through the College’s three different employment channels: **Federal Work Study (FWS)**, **Student Temp Services**, and **Morrisville Auxiliary Corporation**. Call 315.684.6615, stop by 318 Crawford Hall, e-mail [CareerServices@morrisville.edu](mailto:CareerServices@morrisville.edu), for assistance. This same info with hyperlinks is found at [www.morrisville.edu/oncampusemployment](http://www.morrisville.edu/oncampusemployment).

**FWS** and **Student Temp Services jobs** are posted in CCN-Morrisville, the College’s jobs and internships database. Information for creating an account, finding open positions, and applying to them are found below. Please note that only students awarded Federal Work-Study through the Financial Aid process can be considered for those positions.

Jobs with **Morrisville Auxiliary Corporation**, which operates our dining halls, Smooth Jazzy Joz, IcePlex, Nelson Farms, and other facilities, can be applied to through [www.morrisville.edu/mac/studentemployment.aspx](http://www.morrisville.edu/mac/studentemployment.aspx).

### Finding and applying to Federal Work-Study (FWS) and Student Temp Services jobs

#### STEP 1: Create an account in CCN-Morrisville

**Log on to** <http://www.collegecentral.com/morrisville/>

**Click on** the “Students” icon

**Click on** the “Create Account” icon

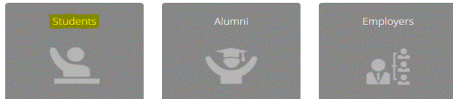
**Create an account** using your self-selected Access ID and Password

**Complete** the Registration Information page with your current information and your e-address. Make sure to update your registration section if you change your major, graduation date, phone number, or e-mail address.

Welcome to CCN-Morrisville!



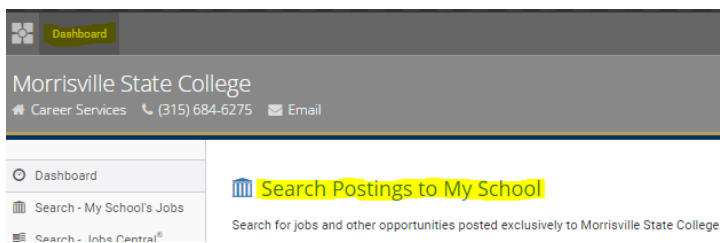
Our easy-to-use, no-cost, on-line platform connects students and alumni with employers specifically seeking Mustang talent for jobs and internships. With 2,600 opportunities posted in the 2014/15 academic year, CCN-Morrisville is a robust resource for all. Information for both job seekers and employers can be accessed through the icons below. Please contact us at any time with questions on using and making the most of this resource for your specific needs.



#### STEP 2: Search for Federal Work-Study (FWS) and Student Temp Services jobs

**Sign in to** <http://www.collegecentral.com/morrisville/> using the Access ID and Password you selected

**Click on** the “Search for Postings to My School” link on your CCN-Morrisville dashboard.



**Select “On-Campus”** under the drop-down menu in the Job Location section

#### Job Location

Search by City, State, Zip Code. You may search by City + State, by State only, or by Zip Code only.

Search form with dropdowns for 'Within 25 miles of' and 'City', and 'Zip'.

Search by Multiple Locations:

Dropdown menu for 'Any Location', 'On Campus', and 'Outside U.S.' with 'On Campus' highlighted in yellow.

**Check** the box under the “Job Types” section for the type of positions you’re seeking. For on-campus jobs, check the Work Study box for Federal Work-Study (FWS) jobs, for Student Temp Services jobs, check Temporary. **Keep in mind that you can only be considered for FWS jobs if you were awarded FWS in your 2016/17 Financial Aid package.**

**Click on** the “Begin Search” icon. A list of open positions will come up.

**Job Types**

Apprenticeship       Internship       Temporary  
 Community Service       Part Time       Work Study  
 Full Time       Seasonal

Special Skills & Certifications

Listing of job postings on this site should not be deemed as a representation by Morrisville State College of an employer's fitness or credentials. Morrisville State College expressly disclaims any liability which Morrisville State College reserves the right to make changes to or deny access to the online job board at its sole discretion. All concerns and issues should be brought to our attention via an email to the Career Services Office. For your privacy and protection when applying to a job online, never give your social security number to a prospective employer, provide credit card or bank account information, or perform any sort of monetary transaction.

### STEP 3: Apply to positions

**Click on** the job title for details for the position you’re interested in applying to.

**Review** carefully the application instructions, which are found in the Contact Information section at the bottom of the announcement. Application processes and materials required vary widely even for on-campus jobs.

**Apply** to positions as directed. For assistance with compiling your application materials, contact Career Services at 315.684.6615 or CareerServices@morrisville, or stop by 318 Crawford Hall. You can also check out our on-line resume and cover letter workshops and samples at [www.morrisville.edu/careerservices/guides.aspx](http://www.morrisville.edu/careerservices/guides.aspx).

| Contact Information             |  |
|---------------------------------|--|
| <b>Contact</b>                  | Name: Barbara Roback<br>Address: 80 Eaton Street<br>318 Crawford Hall<br>Morrisville, NY 13346<br>Phone: 315.684.6615  |
| <b>Application Instructions</b> | To apply for a position, you'll be directed to call, e-mail, stop by the employer's office, or complete an application, so make sure to follow instructions carefully. You need to apply separately to each job of interest. |

If you are directed to submit an application form found in your Career Document Library:

**Go back** to your CCN-Morrisville dashboard

**Click on** “On-campus Student Employment” directly below the Announcements section to see applications

**Click on** the appropriate application form to open it, then download and save.

**\*\*\*Applications found in this section are for specific opportunities only, and should only be submitted if shown in the application instructions section of a job posting.\*\*\***

Help    Barbara Roback

**Announcements**

New to CCN - Morrisville? Click here.

**Career Document Library**

- Career Development
- Career Fairs
- Job Search
- On-campus Student Employment**