APPLYING TO STUDENT TEMP SERVICES JOBS – 2015/16

Student Temp Services jobs are in departments across the campus and are open to all students. Some of these positions require specific skills and experience; others do not. The current wage for most Student Temp Services jobs is $8.75; the average weekly number of hours for these jobs is eight.

Student Temp Services positions will be posted through CCN-Morrisville, our on-line jobs and internships portal, starting mid July. Because of the competitiveness for these positions, you should apply to multiple positions as quickly as positions are made available.

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 an Access ID and Password that you select
Complete the Registration Information page with your MSC e-address
*Skip to Step 2 if you already have an account, including if you created one for a work-study search.

Step 2: Search for Student Temp Services positions
Sign in to CCN-Morrisville using the Access ID and Password you created in Step 1
Click on the “Search for Jobs/Opportunities Posted to My School” link under “the Search for Opportunities Posted to My School” section at the top left of the page
Select “On Campus” under the “Job Location” section (third section from the bottom)
Select “Temporary” under the “Job Types” section (second from bottom)
Click on “Begin Search” icon
A list of open Student Temp Services will come up (until June 15, you will find only the “Test Student Temp Services Job”). It’s possible that a stray Federal Work-Study job may also be included on your list; note that you can only apply to the position if you were awarded FWS in your 2015/16 Financial Aid package.

Step 3: Apply to Student Temp Services positions
Click on the Job ID number for details about the job and how to apply
Read and follow carefully the Application Instructions section (it’s the last section on the page). Application processes may vary significantly between departments.
Remember that you need to apply separately to each job for which you’d like to be considered.
If you’re directed to complete an application form, it will be under the Career Document Library on your CCN-Morrisville homepage (click the My Home Page icon at the bottom of the job posting) unless otherwise noted.

Non-campus local (and non-local) jobs can also be found in CCN-Morrisville, so if you have a vehicle or reliable transportation, you can use the “Search by City, State, Zip Code” function under “Job Location”, and select the distance from Morrisville (or wherever you call home) you are willing to travel to for employment.

OFFICE OF CAREER SERVICES
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