ON-CAMPUS STUDENT EMPLOYMENT - STUDENT TEMP SERVICES

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 $8.00; that will increase to $8.75 starting January 1, 2015. 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 early to mid-August.** Because of the competitiveness for these positions, apply for each position of interest before the start of the academic year or as soon as possible after you arrive on campus.

**Step 1 - Create an account in CCN-Morrisville** *

Log on to [http://www.collegecentral.com/morrisville/](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 yourself

Complete the Registration Information page with your current information and your Morrisville e-address

*If you already have a CCN-Morrisville account, skip to Step 2.

**Step 2 – Search for Student Temp Services positions**

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 of the page

Select “On Campus” under the “Job Location” section (third section from the bottom), then click on the “Begin Search” icon.

A list of open work-study and student temp services jobs will come up. Click on the Job ID number for details about the job and the application process. Keep in mind that through the first two weeks of the semester you can only apply for positions with work-study in the title if you have been awarded work-study funds in your Financial Aid Award (see front page for details). After the first two weeks, you can apply for unfilled positions if you are determined as eligible for work-study by Financial Aid. Contact Elizabeth Berry at berryed@morrisville.edu or 315.684.6289 with any questions about your eligibility.

**Step 3 – Apply to Student Temp Services positions**

Steps for applying for a position are found in the “Application Instructions” section of the job description (the bottom of the page). Hiring departments may have different processes (some may request an application, others not; some may want an e-mail, others a phone call, etc.), so you need to make sure to read the instructions carefully for each position you want to be considered for. Contact Career Services at 315.684.6615 with any questions about applying or following up on your application.

Non-campus local (and non-local) jobs can also be found through 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”, selecting the distance from Morrisville (or wherever you call home) you are willing to travel to for employment. Career Services can assist you in your application for those positions as well.

You can apply to on-campus positions with Morrisville Auxiliary Corporation (MAC) directly through their website at [www.morrisville.edu/mac/studentemployment.aspx](http://www.morrisville.edu/mac/studentemployment.aspx).

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