Student Employment Guide

What is the student employment guide?

Human Resources, in coordination with members of our ITS department, has created a central site for all College departments to post their work study and campus employment student worker job openings.

How do I get a Username and Password for the Student Employment Guide?

The username and password for the Student Employment Guide is the same as your network Login. All students with access to the Holy Cross Network will automatically have access to the Student Employment Guide.

Student Log-in

1. Sign into the Student Employment Guide using your network username and password.

Viewing Open Positions

1. Click the Department in which you want to view open positions. -- The number after the department name indicates the number of positions available.
2. Click on a specific job title to view the details of the position.
3. If you want to apply for the position, click “apply here”.

Title: South Worcester Neighborhood Center Program Assistant (2 Students)
Contact: Director
First year students eligible: No
Position Time Frame: Academic Year
Last Updated: August 16, 2000 - 14:01 PM

Description: MUST BE WORK STUDY ELIGIBLE: Perform a variety of functions at the South Worcester Neighborhood Center including client intake, food bank coordination, neighborhood empowerment, emergency services, holiday programs (Thanksgiving and Christmas food and Toys for Tots) and general office work. Located 1/2 mile from the College. SWNC is a non-profit service agency providing a variety of services to one of Worcester’s poorest neighborhoods.
4. A submission page will open with your name, campus address and phone number already defaulted. You must complete the response section with your interest in the position, qualifications etc. Since this area does not automatically spell check, it is advised that you manually run spell check.

5. Click Submit.

6. Your application has now been submitted to the contact person listed on the job description for their review.