

Holy Cross



College of the Holy Cross

Student Employment Guide

For Students

Revision Date: November 1, 2008

Prepared by: Information Technology Services

Student Employment Guide

What is the student employment guide?

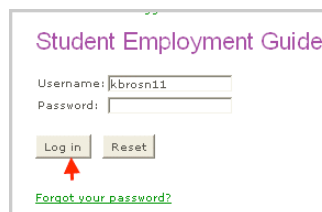
Human Resources, in coordination with members of our ITS department, has created a central site for all College departments to post their work study and campus employment student worker job openings.

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.



Student Employment Guide

Username: kbrosn11

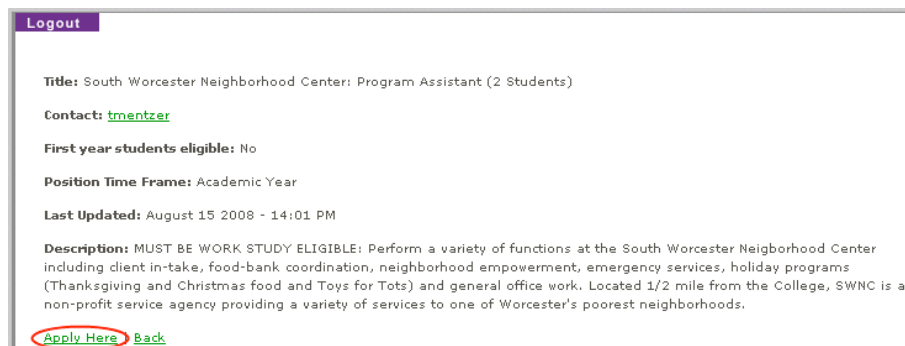
Password:

Log in Reset

[Forgot your 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".



Logout

Title: South Worcester Neighborhood Center: Program Assistant (2 Students)

Contact: [tmentzer](#)

First year students eligible: No

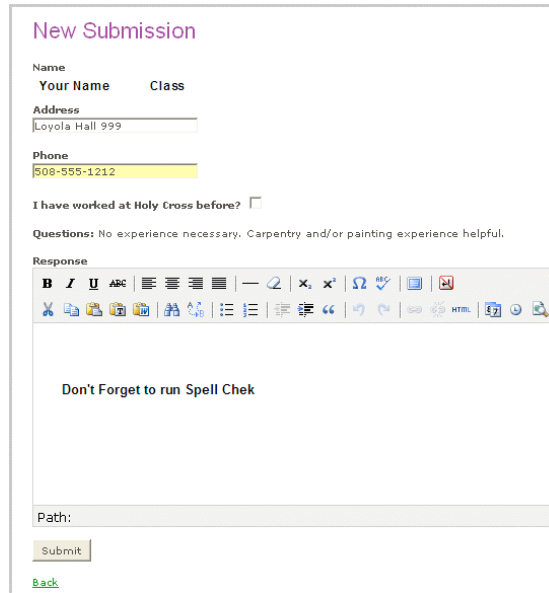
Position Time Frame: Academic Year

Last Updated: August 15 2008 - 14:01 PM

Description: MUST BE WORK STUDY ELIGIBLE: Perform a variety of functions at the South Worcester Neighborhood Center including client in-take, 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.

[Apply Here](#) [Back](#)

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.



New Submission

Name
Your Name **Class**

Address
Loyola Hall 999

Phone
508-555-1212

I have worked at Holy Cross before?

Questions: No experience necessary. Carpentry and/or painting experience helpful.

Response

Rich text editor toolbar with icons for Bold, Italic, Underline, ABC, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Link, Unlink, Table, Insert Image, Insert Video, Insert Audio, Insert Code, Insert Table, Insert Table of Contents, Insert Table of Figures, Insert Table of Equations, Insert Table of Contents, Insert Table of Figures, Insert Table of Equations, Insert Table of Contents, Insert Table of Figures, Insert Table of Equations.

Don't Forget to run Spell Chek

Path:

Submit

[Back](#)

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