Student Employment

Step-by-step Instructions for Applying to On-Campus Student Jobs

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1. Go to **https://employment.jjc.edu/**

2. To apply to student employment positions, you will need to login or create an account.

   a. To create an account, click "**Create Account**" in the left menu.

      i. Complete the login information and click "**Create**".

   b. If you have an account, click "**Log in**" in the left menu.

3. Scroll down and click on the "**Student Worker**" box.

4. View the list of all currently open student employment positions under "**View Results**".

5. Click on the position title or "**View Details**" for more information on a specific job.

6. Read the entire job posting. Pay careful attention to the job description, and if any, the requirements, supplemental questions, and the application instructions.

7. If after reading about the job you believe you are qualified and would like to apply for the position, click on "**Apply for this Job**".

8. Complete each section. Questions with a red asterisk (*****) are required. Complete each page to the best of your ability. Add information on other schools you have attended, any previous work experience and references per the instructions in the posting. Click "**Save and Continue to Next**" to go to the next page after each section.

9. **NOTE:** On the Employment History Page, if you do not have an employment history, enter "**No Employment History**" in employer field. Then click "**Add Entry**".

10. Upload any required documents. You may also include optional or supplemental documents to strengthen you application.

11. View Student Application Summary Page. You may view, edit or print the application summary. Select "**Save Application**" and click "**Continue**".

12. Confirm application status – Click "**Confirm**". You will receive application status confirmation on the screen.

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For assistance with your Resume, Cover Letter, or Interviewing, stop by the Career Services Center (Campus Center, A*1175), email careers@jjc.edu, or call (815) 280 – 2756 to schedule an appointment.