

STUDENT EMPLOYMENT

You are not guaranteed a job. However, you can improve your chance of getting hired by:

- ❖ Interviewing well. This includes adjusting your demeanor and attire so that they are appropriate for the position you are applying for.
- ❖ Be on time. Be polite and express a willingness and enthusiasm to work and learn.

YOU decide what jobs you want to apply for. You may want to select jobs based on your work experience, skills, education and interests. Keep an open mind.

On campus departments are usually very flexible about your work schedule. Many prefer that you are available to work at least a 2 hour block of time.

The purpose of Student Employment Office is to assist students in finding employment that will help finance their education and develop work skills for their future career choice by partnering with on and off campus employers.

Access to JOB BOARD is limited to students that have been admitted to Grand Valley State University.

GVSU STUDENT EMPLOYMENT OFFICE

Address: 105 Student Services Building
1 Campus Dr.
Allendale, MI 49401

Website: www.gvsu.edu/studentjobs/

E-mail: student@gvsu.edu

Phone: 616-331-3238

Grand Valley State University is an equal opportunity employer.

GRAND VALLEY STATE UNIVERSITY

STUDENT EMPLOYMENT



JOB BOARD GUIDE FOR STUDENTS

JOB BOARD INSTRUCTIONS

As a Grand Valley student you have access to our on-line database to help you find work both on and off campus. The Job Board is available 24/7 and can be accessed from any computer.

To access the Job Board you will first visit Student Employment Office's web site at www.gvsu.edu/studentjobs



1. Click on “money tree”
2. Click [Students Enter Here]
Work Study students may already be imported as a registered user. Your Gnumber will be the “user name” and the “password” will be your 8 digit birth date OR gvsu .
3. At Student login page:
 - a. Current user – enter your Job Board user name and password. If you have forgotten your password click “[Forgot Your Password?](#)” You will be asked to provide your User Name. A randomly chosen password will then be sent to the e-mail address in your profile.
 - b. New user - choose “[Click here to register](#)”. Enter requested Personal Information and Demographic Information. Fields with asterisk (*) are required. Click [Register]
4. You will get a congratulatory message. Then click on [Submit Profile].

HOW TO SEARCH FOR JOBS

1. Click “Jobs”
2. To search GVSU jobs click your <campus choice> in “Job Location”. (Do not use any other criteria.)
3. To search **off** campus jobs click <Off-Campus Employer> in “Job Location”.
4. Click on either “Job ID” or “Job Title” to view job information. (You can sort the list of jobs by clicking on any column heading.)
5. Most postings will allow you to send a message directly to the employer by clicking [Submit Inquiry]. In your message include any skills and/or experience you may have. Do not stop there. Contact the employer one week after submitting the inquiry.
6. Be sure to follow “Application Instructions” for each individual job.
7. A Referral log is created each time you make an inquiry. You may view this log by highlighting “My Account” then click “My Activity” click {Referral} tab.

TIPS ON JOB SEARCH

1. Check Job Board frequently. New jobs are posted daily.
2. Be sure to follow the Application Instructions, even if you submitted an inquiry.
3. Follow up with a phone call to the employer if you have not received a response to your inquiry.
4. Attach a resume, if available, when sending an e-mail to an employer, even if not instructed in Application Instructions.
5. Would you like to be notified when a new job is posted?
6. Initiate a job search.
7. When your job search result is displayed, click [Create Job Agent] Name it. Save. You will be sent an email when a job is posted meeting the criteria for your search.