



Work-Study Quick Guide: Job Application

Need help applying to a work-study job?

Follow this quick guide for assistance in applying to work-study positions which are a great fit for you.

Remember, the WS program is intended to provide you with knowledge, skills, experience, and contacts to help you reach academic, professional, and personal goals! Be sure to look for jobs that will help you develop skills as well as provide financial assistance.

Log into the JobX Student Page at https://unc.studentemployment.ngwebsolutions.com/cm_content.aspx?cpid=9 (or scan the Q-code on the right) and click on the "Find a Job Link".



Use either the Quick Search option to find job using search criteria set up by the WS Team, or click on the Advanced Search option to build a new search using your own criteria.



On the search results page, review the resulting positions for basic information.

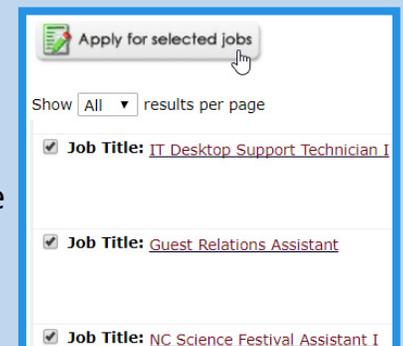


You can also find out more details by clicking on the hyperlinked job title for a full description, including an overview of the job duties, requirements, and contact information for the job poster, if you have questions.

Remember to look for positions which align with your academic & professional career goals!

Once you've found a job to which you'd like to apply:

1. Return to the job search screen
2. Check the box next to the job title (up to 3 at a time)
3. Click the [Apply for selected jobs] button at the top of the page



On the Apply To Job screen, complete the sections for general information & prior work/volunteer experience (including submitting a resume & cover letter). Then click the [Submit] button!

Repeat this process if you would like to apply to more jobs.



Still have questions? Check out the resources on the [JobX Student Page](#).

