



There are a variety of on-campus employment positions available for students of all levels.

All on-campus student employment positions are posted through [CareerBuzz](#). Departments post the positions as needed, usually around the start of the semester, and the postings are approved by the [Center for Career Discovery and Development \(C2D2\)](#).

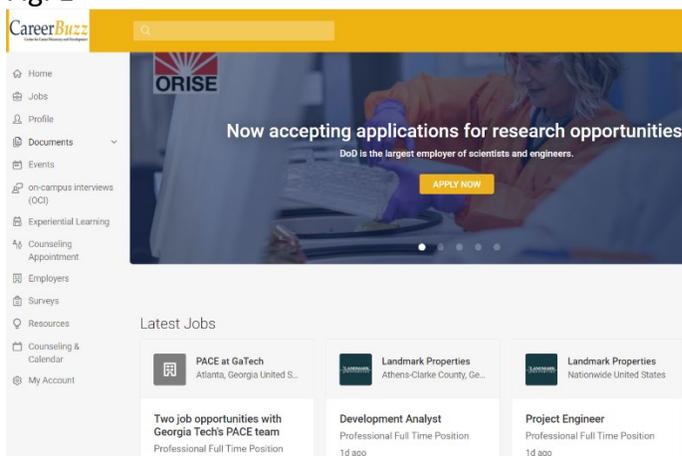
Resume

You will need a resume to apply to on-campus student employment jobs

To upload your Resume:

Login to your CareerBuzz account (Fig. 1)

Fig. 1



- Click the **“Documents >> My Documents”** tab on the main vertical toolbar on the left side of your browser window
- Under the **“Resumes”** heading, add your new file (Fig. 2)
- Label: Personalize your document you are uploading
- Document Type: Select **“Resume”**
- Click **“Browse”** to select your document from your computer or cloud location
- Click **“Submit”** button

Fig. 2

Resumes

Did you know?

Having trouble uploading MS Word files? For immediate access to your documents, save them first in PDF format, then upload. For instructions to save a file as a PDF in Windows click, [here](#). For Macs click, [here](#).

To prevent document conversion incompatibilities, documents created on Mac computers in the Pages application should be saved as either .RTF or .PDF files prior to uploading. To ensure your document is converted properly, please click on "View as PDF" after you upload your documents. If you are unable to open the PDF from the "View as PDF" link, re-save the document as a PDF and re-upload it to the system.

Submit **Cancel**

* indicates a required field

Student Document

Label *

Document Type

Resume

Student Employment Documents (OPTIONAL)

Other Documents

Maximum file size: 65536kb

File *

Please select your document to upload.

Choose File No file chosen

Submit **Cancel**

To view PDF files, you may need Adobe Acrobat Reader.

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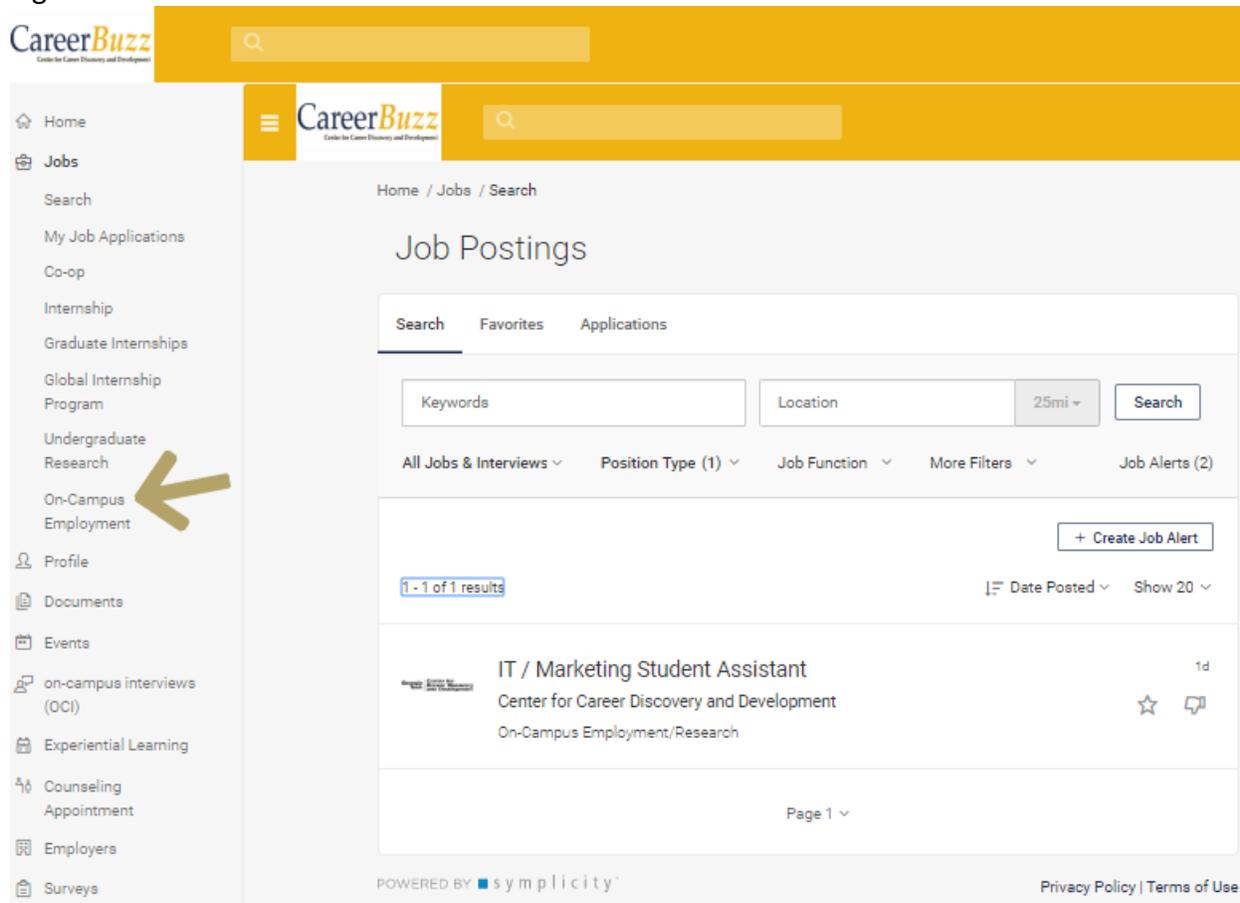
Upload any other documents:

- Click the **“Documents >> My Documents”** tab on the main vertical toolbar on the left side of your browser window
- Under the **“Resmes”** heading, add your new file
- Label: Personalize your document you are uploading
- Select **“Student Employment Documents (OPTIONAL)”**
- Click **“Browse”** to select your document from your computer or cloud location
- Click **“Submit”** button

Finding an On-Campus Job and How to Apply

Once you've uploaded your resume in CareerBuzz, click on **"On-Campus Employment"** under **"Jobs"** on the left-hand navigation menu (Fig. 3).

Fig. 3



There you will see all the current on-campus student employment position openings. When you find the position you want to apply to, please do the following:

Apply to Position:

- Click **"Apply"** button
- Select **"Student Employment Documents (OPTIONS)"** (if additional documents are requested)
- Select **Resume** to attach your resume (if you have uploaded multiple resumes)
NOTE: You do have the option of uploading a resume directly to your application which might not be in your Documents Library. If so, click on the **Add New** link to do so.
- Click **"Submit"** to submit your application

Fig. 4

The image shows a screenshot of a web application interface. At the top left, there is a logo for 'CareerBuzz' with the tagline 'Center for Career Discovery and Development'. A navigation menu is visible on the left. In the top right corner, there is a user profile icon and a notification badge with the number '1'. The main content area is partially obscured by a white modal window titled 'Apply' with a close button (X) in the top right corner. Inside the modal, there is a legend: '* indicates a required field'. Below this, a text instruction reads: 'If you wish to apply, please select the document(s) to include and click Submit.' The modal is divided into three sections: 1. 'Student Employment Documents (OPTIONAL)': A text block explaining that documents for on-campus employment can be uploaded here, with a bolded note that users must add documents to their library first. Below this is a dropdown menu. 2. 'Resume *': A text block asking the user to choose a resume to submit. Below this is another dropdown menu and an 'Add New' button. 3. 'Notes': A text block asking for an optional personal note, noting that this field is not required. Below this is a large text input area. At the bottom of the modal is a dark blue 'Submit' button.

For some positions, additional documents may be needed to apply, including transcripts, cover letters, etc. Please follow the directions above to upload these documents in the category “student employment documents.”