Student Employment

Student Training
JobX = Total Solution

JobX helps schools automate the job posting, hiring, and reporting process for students, employers, and administrators.
JobX Benefits for Students

- Automated notices
- Online applications
- 24-hour service
- Web accessibility
- Eliminated paper forms
- Job search skills development
Institutional Specific

- Your site has YOUR Institution’s look and feel
- Your site has YOUR Institution’s departments.
- Your site is configured to YOUR Institution’s processes.
Today’s Demo

- Student finds and applies for job
- Employer hires student (implied)
Find A Job
Information & Resources

- Student Employment
  - JobX
  - Student Employment
- FERPA
- Student Disability Services
- Student Employment
- International Students & Scholars
- NSU Bookstore
- Campus Card Services
- Shark Dining
- Student Affairs
- Student Handbook
- Federal Election Commission
- Undergraduate Student Success Portal

Administration Building
1. Click the specific ‘Quick Search’ you would like to utilize to find a job.
2. Otherwise, click ‘Advanced Search’ to define your own criteria.
In order to view available jobs, if any disclaimers are presented below, you must first click the "Agree" button for those jobs to be presented for your consideration.

Please select one or more jobs you wish to apply for by clicking the check box next to the job(s), then click the "Apply" button. If a job doesn't accept online applications, a red "X" will be presented next to the job title and you will need to contact the employer(s) directly.

If you wish to only view jobs that accept online applications, please click here.

[ Run a New Search ]

Disclaimer: NSE
On-Campus Nova Student Employment (NSE)
NSE offers students on-campus opportunities to work for various departments. In order to be eligible, students must be fully admitted into a degree seeking or an eligible certificate program, and be enrolled in classes. Please note that some departments may require a background check. You must successfully complete the background check for those departments in order to be employed. Students are not guaranteed employment.

or more disclaimer statements. You will be required to click the "I agree" button(s) before any available jobs will be presented.
1. If you find any job(s) you’d like to apply for, please click the box next to each job.
2. Next, please click the “Apply for selected jobs” button.
1. Please fill out the questions on the application. Any fields that have a red asterisk are required to be completed before your application can be successfully completed.

2. Some of the fields may have information pre-filled. Please be sure to review and update if the information is no longer accurate.

3. If you wish to upload a resume for the hiring employer to review, please browse to that file on your computer, click ‘Open’,

4. Lastly, to submit your application, please click the “Submit” button.
To print your application, click the printer icon.
Click the ‘Print’ link at the top left of your screen.
To continue without printing, click ‘Student Employment Home’ on the NavBar.
Complete your JobMail Subscription
What is JobMail?

JobMail is a system that notifies you automatically by email when jobs of interest to YOU are posted.

To enable JobMail, you must complete a JobMail subscription defining what types of jobs interest you. Once you’ve updated your subscription, if any attributes of a new job being listed match your subscription attributes, you will receive email from the system. This email will provide all the necessary details about the job so you can proactively apply for the job, if interested.
1. Click the “My Dashboard” link to configure your JobMail Subscription.
2. Click the ‘Add New Subscription’ link next to each Job Type (On Campus Federal Work Study, JLD, NSE, and Off Campus Federal Workstudy) you have interest in.
1. Click ‘View/Modify’ to add preferences for each Job Type criterion.
2. You may set criteria for Employers, Job Categories, and Campus.
Click ‘add’ next to each item you wish to add to your JobMail subscription.
Your results will appear in the top under ‘Selected Items’.
When finished adding search criteria, click ‘Done’
Click ‘Save Subscription(s)’ to save your subscription
You’re Hired!

Now what do you do?
Once you are hired, complete Part 2 of the application which is available to download at www.nova.edu/financialaid/employment/forms/work.pdf or at the One-Stop Shop and submit the completed application in one of the following ways:

- **Main campus drop-off:** Bring your application to one of the One-Stop Shop locations on the main campus (Horvitz and Terry Administration Buildings) during the following hours of operation: Mon.-Thurs. 8:30 a.m.-7:00 p.m.; Fri. 8:30 a.m.-6:00 p.m. The One-Stop Shop in the Horvitz Administration Building is also open on Saturdays from 9:00 a.m. – 12 noon.

- **Regional campus drop-off:** You can also submit your application to the financial aid representative at your local campus.

  Your supervisor will be notified when you can begin working.
CONGRATULATIONS!