



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

 **HELP**

Choose a Search type

Choose from the quick search options below or click on the "Advanced Search". If your school uses funding sources, your funding source selection(s) will filter results in either type of search. To change your funding source selection, click Update Funding Source Choices.

[Run a New Search]

 Quick Search

 Advanced Search

Select a quick search.

Show All Active Jobs	Most Hours per Week
25 Most Recently Posted Jobs	Fewest Hours per Week
FWS Jobs	NSE Jobs
JLD Jobs	Off-Campus FWS Jobs

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

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[Contact Us](#)

[Log Out](#)

Find A Job



HELP

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.

Find A Job



HELP

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](#)]

Apply for selected jobs



Show results per page Total Rows: 3 [Prev](#) [Next](#)

On Campus Federal Work Study			
<input checked="" type="checkbox"/>	Job Title: Accounting Supervisor Wage: See job details. Openings: 4	Hours: 10 / week Listed: 12/09/2013 Category: Accounting	Employer: STUDENT EMPLOYMENT
NSE			
<input checked="" type="checkbox"/>	Job Title: Clerk III Wage: See job details. Openings: 5	Hours: 10 / week Listed: 12/09/2013 Category: Administrative/ Office Assistant	Employer: STUDENT EMPLOYMENT
<input type="checkbox"/>	Job Title: Training Assistant		Employer: STUDENT EMPLOYMENT



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.

Apply for one or multiple jobs with one single application

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.



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Apply To Job



HELP

Please complete the application below, then click the "Submit" button to apply for this job. A red asterisk will appear next to fields that are required but have not been entered.

Review this application carefully before you submit it. You will not have an opportunity to revise your answers once they are submitted.

You are applying for the following jobs:



- Accounting Supervisor
- Training Assistant

General	
First name	<input type="text" value="Roy"/> *
Middle name	<input type="text" value="a"/>
Last name	<input type="text" value="Rogers1"/> *
Email <small>Please use your institutional email address (if you have one)</small>	<input type="text" value="royrogers1@ngwebsolutions.com"/> * <input type="text"/> (re-enter to confirm)
Student ID	<input type="text" value="111111111"/> *
Resume	<input type="button" value="Browse..."/> ←

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User Dashboard



Congratulations, you have successfully submitted an application. Please review your submitted application(s) below.

Application Information [+/-]						
Job Id	Job Title	Employer	Status	Application Date	Details	Print
4260	Accounting Supervisor	STUDENT EMPLOYMENT	Submitted	12/9/2013		
4259	Training Assistant	STUDENT EMPLOYMENT	Submitted	12/9/2013		
4259	Training Assistant	STUDENT EMPLOYMENT	Submitted	12/6/2013		



To print your application, click the printer icon.

[Print](#) | [Close](#)

General	
First name	Roy
Middle name	a
Last name	Rogers1
BCC Email Address	royrogers1@ngwebsolutions.com
<i>Note: Incorrect entries will cause your application to be rejected!</i>	
Student ID (Last 4 of SSN)	11111111
<i>Note: Incorrect entries will cause your application to be rejected!</i>	
Resume	
Student Phone Number	718-289-5710
Please describe your skills and work experience.	test
What hours are you available to work?	test
Notes	
Student Application Submitted Date	12/2/2013 3:07:01 PM

Clerical Assistant I

Job ID	4245
Job Type	On-Campus FWS Jobs
Date Posted	Oct 14, 2013
Category	Clerical
Job Description	Clerical work including: typing, filing, and answering phones. <ul style="list-style-type: none">• High School Diploma• 2 years clerical experience.• Word, Excel, and PowerPoint
Job Requirements	
Available Openings	3
Hours	10.0 hours per week
Hourly Rate	\$7.25/hour
Time Frame	Academic Year

Click the 'Print' link at the top left of your screen.



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Congratulations, you have successfully submitted an application. Please review your submitted application(s) below.

Application Information [+/-]

Job Id	Job Title	Employer	Status	Application Date	Details	Print
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4259	Training Assistant	STUDENT EMPLOYMENT	Submitted	12/6/2013		

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.



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- My Dashboard**
- Log Out

User Dashboard

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4259	Training Assistant	STUDENT EMPLOYMENT	Submitted	12/6/2013		

JobMail Information [+/-]

The JobMail system sends email to you when jobs of interest are posted. Add and edit your JobMail subscriptions below to determine what jobs you will receive JobMail about.

On Campus Federal Work Study «?»	[Add New Subscription]
<i>There are no subscriptions for this job type.</i>	
JLD «?»	[Add New Subscription]
<i>There are no subscriptions for this job type.</i>	
NSE «?»	[Add New Subscription]
<i>There are no subscriptions for this job type.</i>	
Off-Campus Federal Work Study «?»	[Add New Subscription]
<i>There are no subscriptions for this job type.</i>	

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.

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User Dashboard

Application Information [+/-]

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4259	Training Assistant	STUDENT EMPLOYMENT	Submitted	12/6/2013		

JobMail Information [+/-]

The JobMail system sends email to you when jobs of interest are posted. Add and edit your JobMail subscriptions below to determine what jobs you will receive JobMail about.

On Campus Federal Work Study «?» [Add New Subscription]

Subscription1 [Delete Subscription]

» Employer 0 selected [View/Modify]

» Category 0 selected [View/Modify]

» Employment Period 0 selected [View/Modify]

NSE «?» [Add New Subscription]

There are no subscriptions for this job type.

JLD «?» [Add New Subscription]

Subscription1 [Delete Subscription]

» Employer 0 selected [View/Modify]

» Category 0 selected [View/Modify]

» Employment Period 0 selected [View/Modify]

Off-Campus Federal Work Study «?» [Add New Subscription]

There are no subscriptions for this job type.

1. Click 'View/Modify' to add preferences for each Job Type criterion.
2. You may set criteria for Employers, Job Categories, and Campus.

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Application Information [+/-]

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JobMail Information [+/-]

The JobMail system sends email to you when jobs of interest are posted. You can determine what jobs you will receive JobMail about.

On Campus Federal Work Study «?»

Subscription1

- » Employer 0 selected
- » Category 0 selected
- » Employment Period 0 selected

NSE «?»

There are no subscriptions for this job type.

JLD «?»

Subscription1

- » Employer 0 selected
- » Category 0 selected
- » Employment Period 0 selected

Off-Campus Federal Work Study «?»

Choose Employer(s)

Selected Items

- Academic Review [remove]
- Anatomy [remove]

[Remove All]

Available Items

- Adjunct [ad]
- Apt D-Cultural Lvng Ctr-Std Rev [ad]
- Assoc Prov-Div App Interdis Stud [ad]
- Athletic Training [ad]
- Athletics Administration [ad]
- Athletics-Academic Services [ad]
- Athletics-Equipment Room [ad]
- Athletics-Special Events/Mrktng [ad]

[Add All]

Your results will appear in the top under 'Selected Items'.

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On Campus Federal Work Study «?»

Subscription1

- » Employer 0 selected
- » Category 0 selected
- » Employment Period 0 selected

NSE «?»

There are no subscriptions for this job type.

JLD «?»

Subscription1

- » Employer 0 selected
- » Category 0 selected
- » Employment Period 0 selected

Off-Campus Federal Work Study «?»

Selected Items [Remove All]

- Academic Review [remove]
- Anatomy [remove]

« >

Available Items [Add All]

- Adjunct [ad]
- Apt D-Cultural Lvng Ctr-Std Rev [ad]
- Assoc Prov-Div App Interdis Stud [ad]
- Athletic Training [ad]
- Athletics Administration [ad]
- Athletics-Academic Services [ad]
- Athletics-Equipment Room [ad]
- Athletics-Special Events/Mrktng [ad]

« >

[Done]

[\[view/mbody \]](#)

When finished adding search criteria, click 'Done'

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Application Information [+/-]

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Changes must be saved to take effect.

On Campus Federal Work Study «?»

[Add New Subscription]

Subscription1

[Delete Subscription]

» Employer 2 selected *modified*

[View/Modify]

» Category 0 selected

[View/Modify]

» Employment Period 0 selected

[View/Modify]

NSE «?»

[Add New Subscription]

There are no subscriptions for this job type.

JLD «?»

[Add New Subscription]

Subscription1

[Delete Subscription]

» Employer 0 selected

[View/Modify]

» Category 0 selected

[View/Modify]

» Employment Period 0 selected

[View/Modify]

Click 'Save Subscription(s)' to save your subscription



You're Hired!

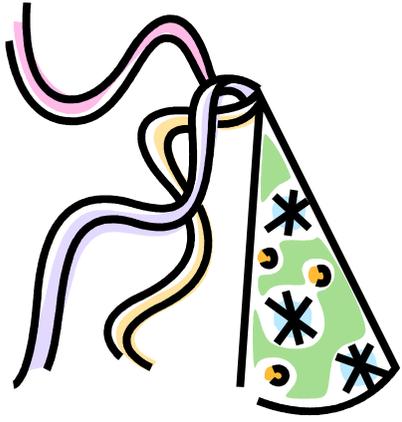
Now what do you do?



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!

