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STUDENT EMPLOYMENT GUIDE

"HOW TO APPLY"

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# Let's get you going on the road to being a student employee!

Visit the [Student Employment site](http://www.orangecoastcollege.edu/StudentEmployment) (<http://www.orangecoastcollege.edu/StudentEmployment>) and click on the "Apply Now" button.

CLASSIFIED STAFF, MANAGE

ABOUT Orange Coast College (OCC) Orange Coast College's 164-acre campus is located in Costa Mesa, CA. The college was founded in 1947, with classes beginning in 1948. OCC has grown into one of the nation's largest community colleges.

Student Programs Project Coordinator  
Costa Mesa, CA  
Classified Management - \$72,846.00 - \$96,813.00 Annually  
Division: Orange Coast College

Student Assistant Pool - Orange Coast College  
Costa Mesa, CA  
Short Term - \$12.00 Hourly  
Division: Orange Coast College

A student assistant works in a particular department of the college or the district site and has job responsibilities specifically designed for a student. Assignments typically deal with clerical or communication related duties and assistance to any division. However, the nature of the job may vary from department to department. These jobs also take into account the class timings and exam schedule of the student and are more flexible than off-campus jobs.

EXAMPLES OF DUTIES: Student assistants have a wide variety of choices and can choose assignments in a department that is aligned with their academic and career goals and interests, as available. Accordingly the duties and responsibilities will vary depending on the nature of the assignment. Examples include, but are not limited to the following:

- a. Clerical office support, such as answering phones, filing, sorting mail.
- b. Use modern office equipment.
- c. Use a computer and applicable software to enter and retrieve information and reports.
- d. Grading objective tests.
- e. Manual labor.
- f. Laboratory maintenance; assist students in lab settings.
- g. Custodial duties.
- h. Groundskeeping.
- i. Food preparation.
- j. Cashiering.
- k. Accounting.
- l. Drive delivery routes.
- m. Make simple repairs on various media equipment.
- n. Security Patrol.
- o. Security Patrol.

APPLY

Once you click on the apply now button, the Student Assistant page will come up. Click the green "Apply" button.

Student Assistant Pool - Orange Coast College [Job Details](#)

Sign in to apply [Create an account](#)

All fields are required

Username or Email

Password

Sign In

[Forgot Username?](#) | [Reset Password](#)

or sign in with

Facebook

⚠️ LinkedIn Sign In has been disabled.

To access your account, choose the Reset Password link above and enter your LinkedIn login email address on the Password Reset page.

You will then be asked to create an account. You can do this by clicking on the "create an account" link.

Create a new account [Sign In](#)

All fields are required

Email

Username

Password

[Create](#)

or create with

[Facebook](#)

⚠️ LinkedIn Sign In has been disabled.  
To access your account, choose the Reset Password link above and enter your LinkedIn login email address on the Password Reset page.

The create an account page will then appear. Please enter an email address that you will be sure to be checking. All communications regarding the job you are applying for and possibly being hired for will go to this email address.

1. Email address – that you will have access to and check
2. User name – must be unique and cannot contain spaces or special characters
3. Password – must be 8 characters in length and contain upper and lower case letters, numbers and symbols (pick something you will remember)
4. Click the green “Create” button

Create a new account [Sign In](#)

All fields are required

I'm not a robot reCAPTCHA Privacy Terms

[Create](#)

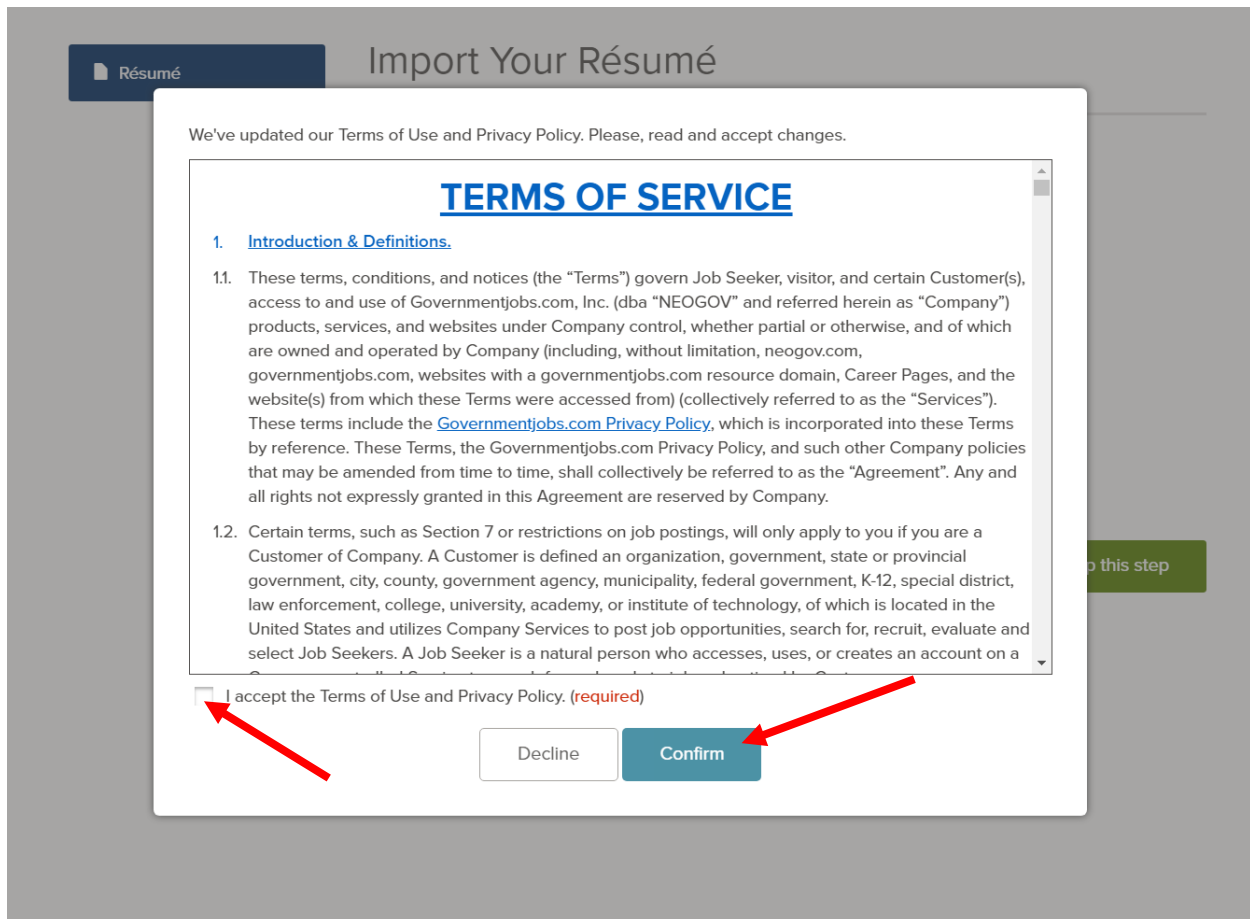
**Captcha is required.**

or create with

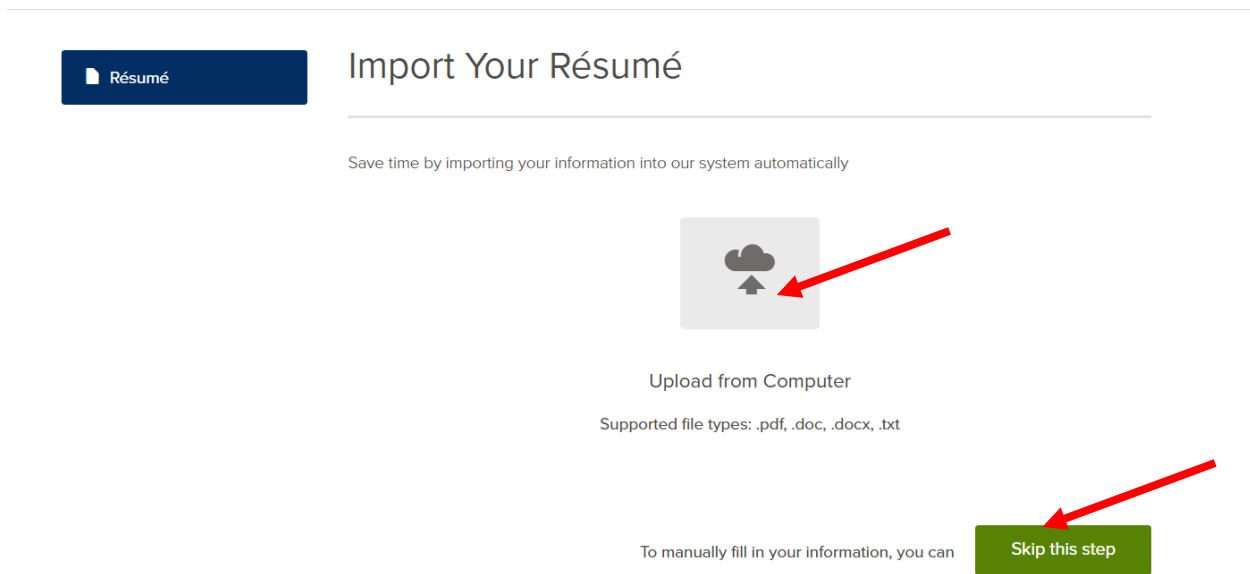
[Facebook](#)

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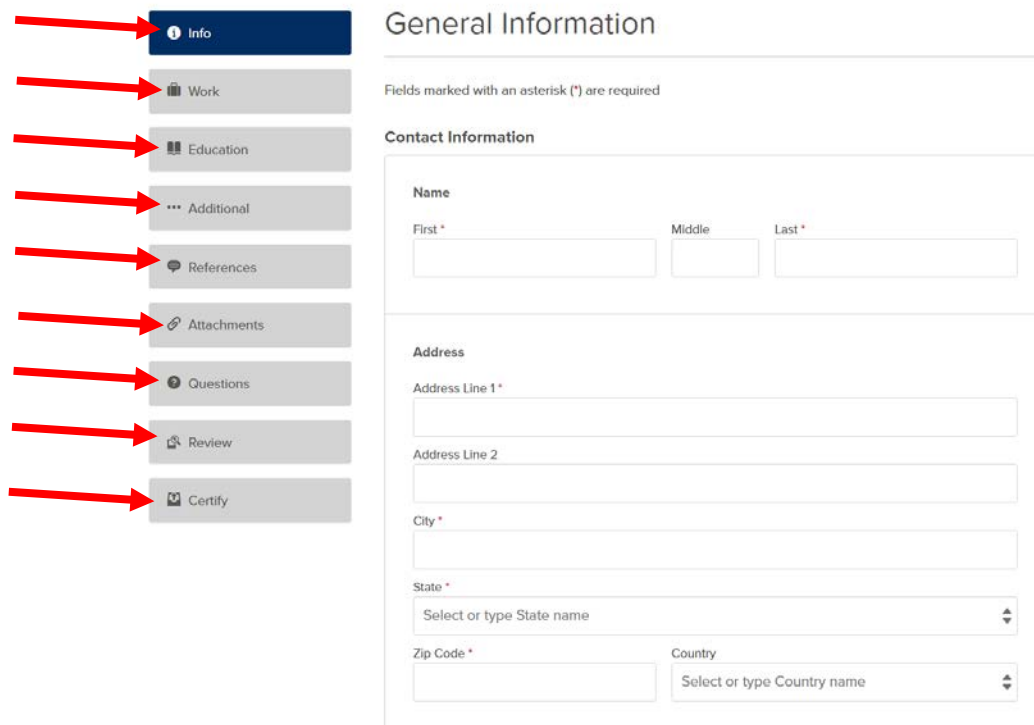
Captcha will be required. Click on the “I’m not a robot” box. Then, click the green create button.



A terms of service will appear. Read through the terms of service regarding the government jobs application site. Once you have reviewed the terms, click on the “I accept the Terms of Use and Privacy Policy. Then, click the blue “Confirm” button.



“Import your resume” will be the first step that comes up. If you have a resume this will be a good option to help populate information directly into your application. If you do not, simply click the green “skip this step” button and you can manually enter the information.



The screenshot shows a web application interface. On the left is a vertical navigation menu with ten items: Info (highlighted in dark blue), Work, Education, Additional, References, Attachments, Questions, Review, and Certify. Red arrows point from the left edge of the page to each of these menu items. To the right of the menu is the 'General Information' section, which contains a 'Contact Information' form. The form has several fields: 'Name' (split into 'First \*', 'Middle', and 'Last \*'), 'Address' (split into 'Address Line 1 \*' and 'Address Line 2'), 'City \*', 'State \*' (a dropdown menu with 'Select or type State name'), 'Zip Code \*', and 'Country' (a dropdown menu with 'Select or type Country name'). A note above the form states 'Fields marked with an asterisk (\*) are required'.

You will then be prompted to go through the employment application. Use this time to enter as much information as you can. If you have no employment history, think back of volunteer work that you have done, or clubs, or committees that you have worked on. Your application is a hiring managers first look at you. Give them as much as you can.

**Note:** Be sure that when you reach the “Attachments” section of the application you attach the following items –

- **Required** – current class schedule showing you are enrolled in at least 12 units
- **Optional** – resume
- **Optional** – cover letter – let a hiring manager know why you want to work for them and what you have to offer.

**Having trouble with your application – come by HR and we will help**

**No computer to submit an application on – you are in luck!**

- **Computer Center**
- **Library**
- **Campus Human Resource Office**