ELIGIBILITY REQUIREMENTS

ELIGIBILITY: In order to be employed as a Lansing Community College Student Employee or Student Intern:

- You must have at least a 2.0 GPA at LCC, unless it is your first semester.
- You must be enrolled for at least 6 credits for grade in Fall and Spring Semesters; 3 credits minimum in Summer Semester. Audited classes are not included. (If not enrolled in the current semester, but enrolled in the next semester, students will be eligible to work after the last day of the current semester.)
- International students with an F-1 visa enrolled for at least 12 credits for grade in Fall and Spring Semesters; 3 credits minimum in Summer Semester.
- You must be 18 years of age, or a high school graduate.

⇨ *If you do not meet all of these requirements, other options may be available – contact CES: (517) 483-1172*

HOW TO GET STARTED

1. Make sure you meet the eligibility requirements listed above.
2. All the student employment and student intern jobs are posted on CES JobLink (our web-based employment system). To register for CES JobLink go to lcc.experience.com. *NOTE: CES recommends using the Mozilla Firefox browser.*
3. Click on the Create Account link in the box labeled "Students". [Suggestion: you may want to use your TUID as your username and password so that it is easy to remember.]
4. Fill out all required information which will be indicated by a red dot (*).

HOW TO LOCATE & COMPLETE THE APPLICATION FORM ON CES JOBLINK

5. Click on the **Documents** tab and select **Sample Documents**.
6. Locate and click on the **LCC Student Emp App** link. This will open up the application form into a Word document.
7. Complete the application form.
8. Save the application document on a disk or the hard drive of the computer. You should name the document using your information in the following format: firstname_lastname_app (john_smith_app). *Use Microsoft Word Version 5.0 (or higher) or save to Rich Text Format (.rtf) for best results.*

NOTE: If you are having trouble uploading and have the ability to convert your document to PDF format, we recommend that as the best option. When you upload a document in another format, the system simultaneously converts it to PDF format. Therefore, by converting it to a PDF prior to uploading, you will bypass any loss of formatting in the upload process.

9. Follow the same steps listed above and complete the LCC Available Hours document. Start by locating it in the sample documents. You should name this document using your information in the same format except replace "app" with "hrs" (john_smith_hrs).
10. Now you are ready to upload these documents into CES JobLink. You will be uploading the application form as a resume document and the hours form as a cover letter. *If you wish to submit a regular resume or cover letter you should upload the regular resume and cover letter as other documents when applying for Student Employment and Student Intern positions.*
11. Click on the **Document** tab and select **Upload a Document**.
12. Select **Resume** as the type of document to upload and click **next**.
13. Use the **Browse** button to locate where you stored the LCC Student Employment application (disk, hard drive/desktop). When you find the application (app) document select it and click the **Upload** button. You will receive a confirmation that your document has been uploaded.

NOTE: Once uploaded, the documents are converted to PDF files. If you want to save a copy of the word version to make future updates/changes you should email it to yourself or save it to a thumb drive.

14. For your Available Hours document, repeat this process (steps 11-13) only this time select **Cover letter** as the type of document and upload your available hours document.

NOTE: If you have saved these documents to the hard drive/desktop of a public computer be sure to delete them off the computer.

HOW TO PUBLISH YOUR APPLICATION IN THE RESUME BOOK

You have the opportunity to publish your application in the On Campus Student Employment Resume book so that departments can access it. These books will be available for the current semester. The next semester's book will be available approximately 2-3 weeks before the end of the current semester.

15. To publish your application in a resume book click on the **Documents** tab and select **Publish a resume**.
16. Select your application document for the resume book you wish to publish your application in and click **save**.

HOW TO SEARCH & APPLY TO THE ON CAMPUS JOBS

17. Click on the **Jobs & Internships** tab and select **Job/internship search**.
18. In the **1-Click Search** box select the **LCC Student Employee Jobs** link.
19. Click on the job title of any job you are interested in. Read the description/requirements thoroughly. If you feel you are qualified and interested in applying for this position scroll down to the bottom of the screen and click on the **Apply** button.
20. In the Resume drop down box select your application form. Select your available hours document in the Cover Letter box. Click **submit**. Use the back button to go back to the list of jobs and repeat this process for any jobs you wish to apply for.

Tips for increasing your chances of getting the job you want.

1. Make sure that you have all the relevant information needed to thoroughly complete the application form. Addresses, phone numbers, personal references, etc. need to be correct and complete in order to demonstrate that you actually care about each specific position to which you apply. Be sure to ask for and secure permission from the people you list as references.

2. Use correct spelling and grammar on the application. Be sure to proofread it before submitting.

3. Make sure you have read the entire job posting and all the listed requirements for each position.

4. Market yourself as a professional job seeker by networking and following-up with the employer – both before and after submitting your application.

FREQUENTLY ASKED QUESTIONS

What if I don't find a student employee job this semester?

If you have not secured a job toward the end of the current semester you will need to go to CES JobLink and publish your "application" to the resume book for the next semester, in order to reactivate it. Check to ensure that all of the application's information is updated & accurate, before publishing it again. If it needs to be updated, you will need to access the original document-- assuming it was saved--and edit accordingly. Otherwise, a new application must be created & uploaded, if you did not save the original.

Also, there are many local employment opportunities posted on CES JobLink. Read and follow the application method listed in each specific job posting, before applying. ***NOTE: Do not use your LCC Student Employment Application form to apply for off-campus positions.*** To view these jobs click on the **Jobs & Internships** tab and select **Job / Internship search**. In the **1-Click Search** box select the **Jobs Posted thru LCC Career & Employment Service** link to view what's currently available.

How will a department contact me about their job posting?

This will vary from department to department. Each department will use their own method of contacting the individuals they are interested in interviewing.

NOTE: We recommend you follow-up with the departments to which you applied, in order to determine the status of your application if you have not heard from them within two weeks.

What is Work Study?

Work-Study is a form of federal financial aid. In order to determine eligibility, you must first submit the Free Application for Federal Student Aid (FAFSA) for the current aid year. All awards – including Work Study – can be viewed by logging-in to your personal LCC Banner Self-Service account. Your financial aid award package will detail the specific award-type (i.e. Federal Work-Study) and the total eligibility (award) amount. If Federal Work-Study is not initially awarded upon submitting the FAFSA, you must complete & submit the on-line "Aid Alteration Worksheet" which is available at: www.lcc.edu/finaid/forms/.

When will new jobs be posted?

New jobs are posted as departments have a need. The greatest number of opportunities is typically available just before the beginning of each semester.

What if I don't have a personal computer?

You may use one of the student computers in the CES office, student computer lab, or the LCC Library.

Contact the Career and Employment Services with any questions or if you need additional assistance.

Career & Employment Services
Lansing Community College
P.O. Box 40010
Lansing, MI 48901-7210
Phone (517) 483-1172
www.lcc.edu/ces
cesjoblink@lcc.edu