UIS CareerConnect Student Employment Process for Students

How to log into CareerConnect:

1. Visit [https://www.uis.edu/career/](https://www.uis.edu/career/) and scroll down to the CareerConnect heading
2. Click on “Login for Students (Find Jobs & Internships)

   - Direct link: [https://www.uis.edu/career/students/careerconnect/](https://www.uis.edu/career/students/careerconnect/)

3. Sign in
   - RETURNING USERS: enter your username (netID without @uis.edu) and password, then select “go”
   - FIRST TIME USERS:
     - Go to this link: [https://illinois-springfield-csm.symplicity.com/students/?signin_tab=1](https://illinois-springfield-csm.symplicity.com/students/?signin_tab=1)
     - Enter your UIS net ID into the Username field without @uis.edu
     - A message with a link to setup your password will be sent to your UIS email
     - Your net ID (without the @uis.edu) and this password will be your login credentials to CareerConnect
How to find Student Employment positions in UIS CareerConnect:

1. On the home page in CareerConnect locate the side bar on the right side labeled Shortcuts
2. Click on either “UIS Student Employment - Undergraduate, On-Campus Opportunities” or “UIS Student Employment – Grad Hourly”, depending on your student status
3. You may browse the positions posted and further filter your search using the option bar underneath the two search bars
How to upload your resume into UIS CareerConnect:

1. On the home page in CareerConnect locate the sidebar on the left side
2. Click on “Documents”
   - From the drop down options, click on “My Documents”
3. Click on the blue “Add New” button
4. Label the document, select the document type, and select the file you wish to upload
5. Click on the blue “Submit” button
6. Once your resume is approved, it will be located in the “My Documents” tab
How to apply for a Student Employment position in UIS CareerConnect:

1. In order to apply for a position, you must first have an approved resume in UIS CareerConnect (See ‘How to upload your resume in to UIS CareerConnect’)
2. Click on the job title of the position you are interested in (see ‘How to find Student Employment in UIS CarrerConnect’)
3. Click on the white “Apply” button located in the top right corner
   - An information box will appear
4. Select which resume you wish to apply for the position with using the drop down menu or click the “Add New” button to add a new resume
5. When you have your resume selected, click the blue “Submit” button to submit your application for the position
Position Type
UIS Student Employment - Undergraduate Level, UIS Work Study

Description
The Capital Scholars Honors Program (CSHP) seeks a part-time (10-15 hours/week) student worker to help with daily operational tasks within the main office of the CSHP. Student must be part of the CSHP.

Tasks include, but are not limited to, the following: Cover front office in absence of Office Manager. Answer the telephone, take messages, and direct calls. File. Run errands. Make copies. Prepare mailings. Data entry. Ability to keep confidentiality. Assist with and help prepare for Honors events. Positive and cooperative attitude. Able to work independently as well as part of a team. Other duties as assigned.

Qualifications
1) At the beginning of each semester, the student employee will submit a set work schedule. If there is more than one student office assistant, each employee's schedule must be such that there is no overlap in schedules.

Resume
Choose a Resume to submit for this position.

Submit