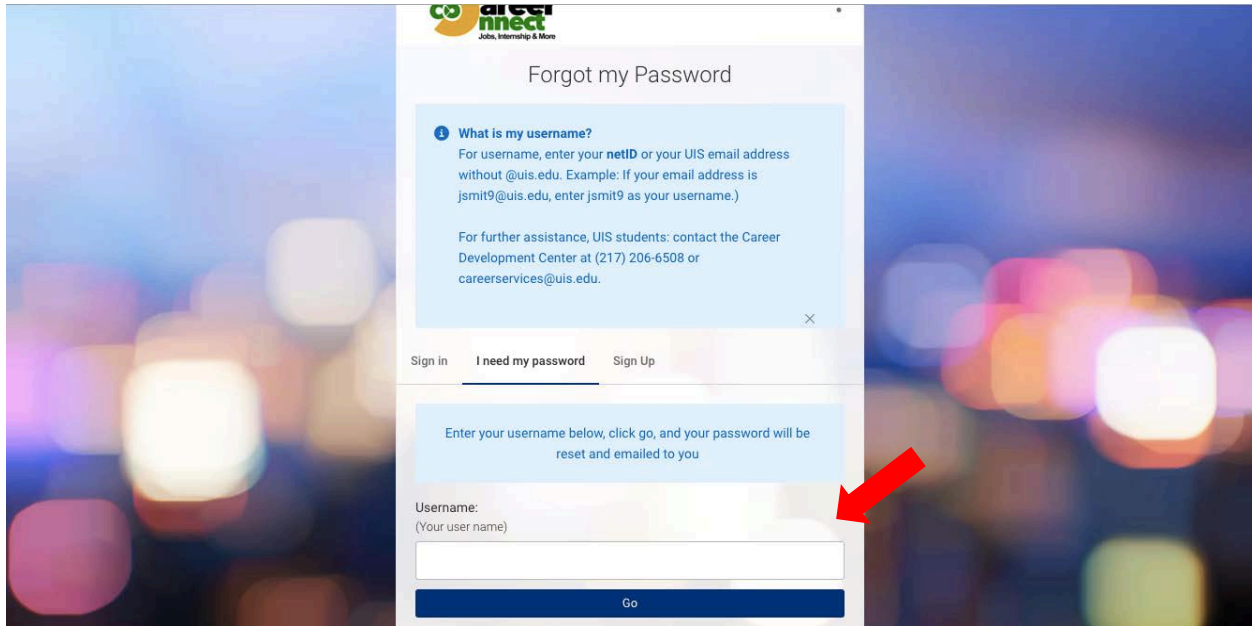


UIS CareerConnect Student Employment Process for Students

How to log into CareerConnect:

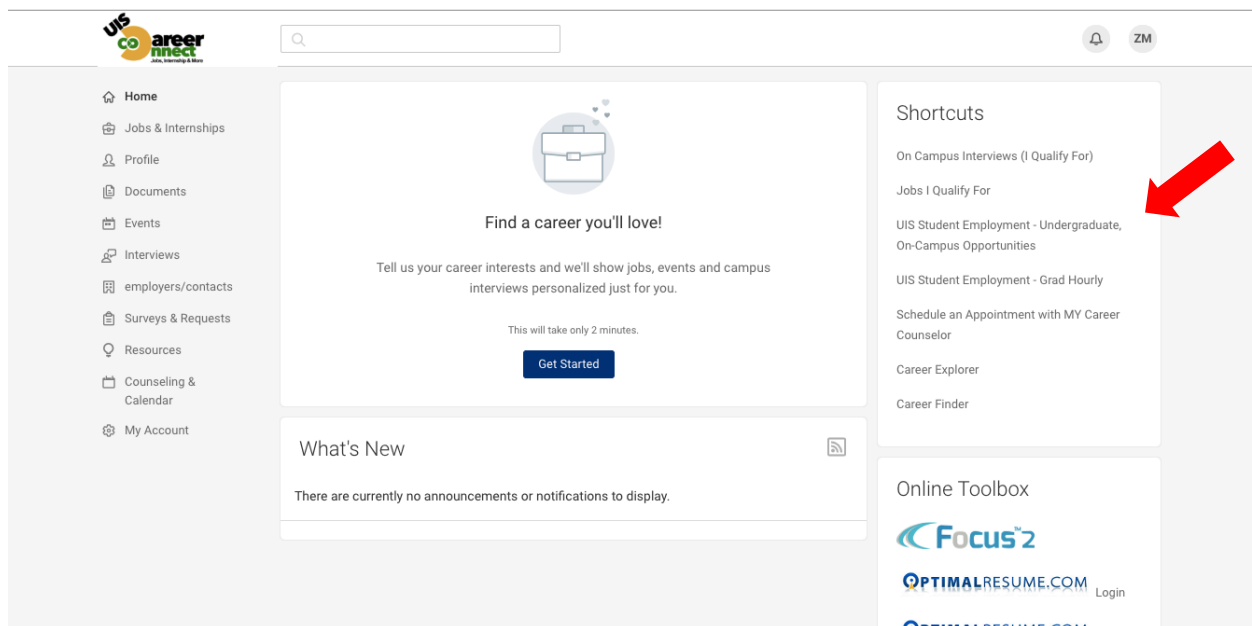
1. Visit <https://www.uis.edu/career/> and scroll down to the CareerConnect heading
2. Click on "Login for Students (Find Jobs & Internships)"
 - Direct link: <https://www.uis.edu/career/students/careerconnect/>
3. Sign in
 - RETURNING USERS: enter your username (netID without @uis.edu) and password, then select "go"
 - FIRST TIME USERS:
 - Go to this link: https://illinois-springfield-csm.symlicity.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

The screenshot shows the UIS Career Development Center website. On the left is a navigation menu with links for About, Students, Employers, Faculty/Staff, Family and Friends, Alumni, Community, and A to Z Index. The main content area features a header with the text "Choose the UIS Career Development Center as your primary resource for connections and preparing for a successful future...". Below this is a banner for "Utilize Career Suite Drop-In Call-In Hours" with a "Career Suite" logo. The banner specifies "Spring 2019 (January 22 – May 10) Tues: 11 AM-1 PM; Wed, Thurs, & Fri: 2-4 PM in SAB 50". A red arrow points from the banner down to the "CareerConnect" section, which contains three login options: "Login for Students (Find Jobs & Internships)", "Login for Employers (Post Jobs & Internships)", and "Login for Faculty (Interact with Students)". A "Home" icon is visible in the top left corner, and a "Back to Top" button is in the bottom right corner.



How to find Student Employment positions in UIS CareerConect:

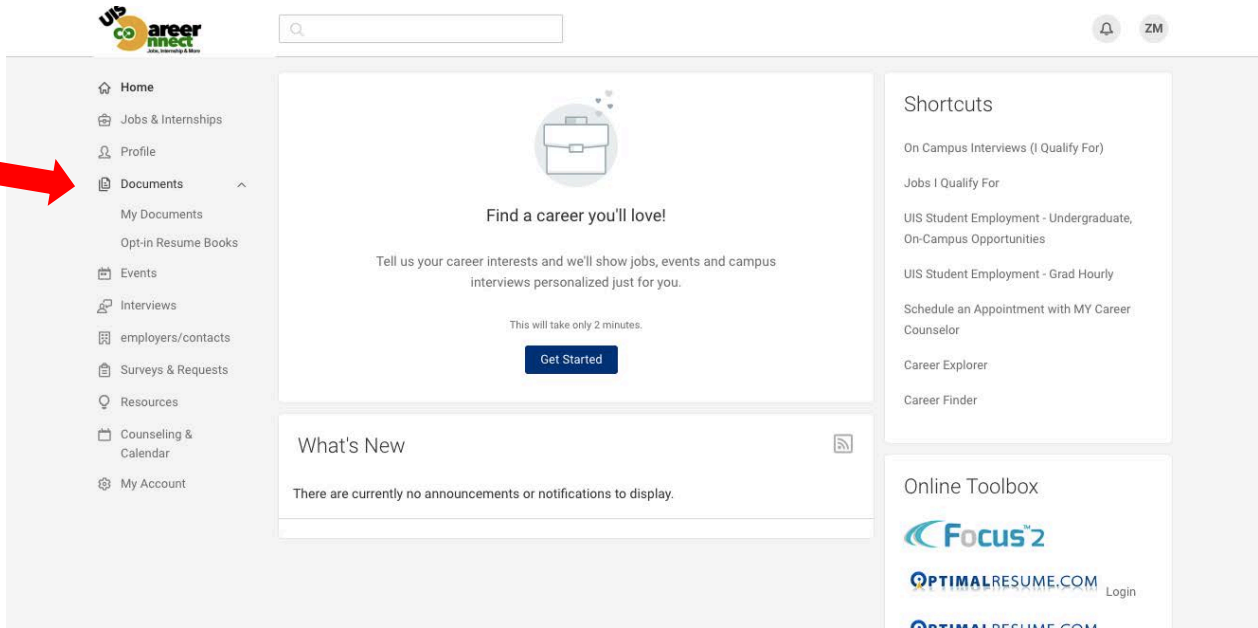
1. On the home page in CareerConnect locate the side bar on the right side labeled Shortcuts
2. Click on either "UIS Student Employment - Undergraduate, On-Campus Opportunities" or "UIS Student Employment – Grad Hourly", depending on your student status
3. You may browse the positions posted and further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



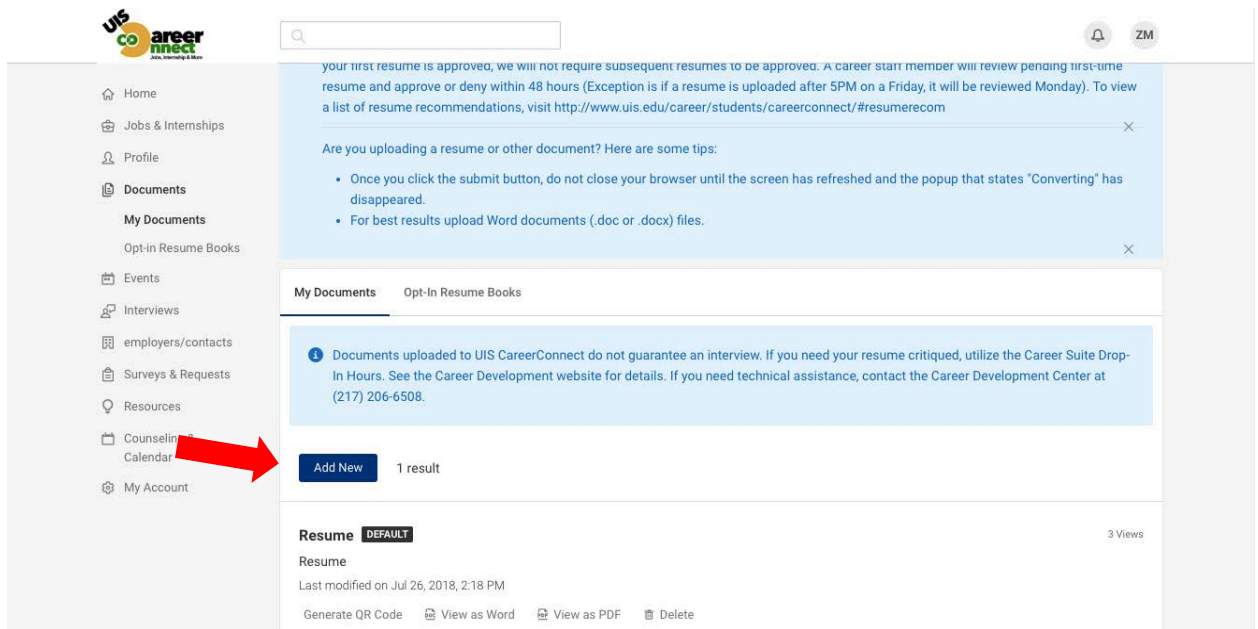
The screenshot shows the 'Job Postings & Internships' page on the UIS CareerConnect website. The left sidebar contains navigation links: Home, Jobs & Internships, Profile, Documents, Events, Interviews, employers/contacts, Surveys & Requests, Resources, Counseling & Calendar, and My Account. The main content area has a search bar and filters for Keywords, Location (25mi), and a Search button. Below the search bar are tabs for Search, Favorites, My Applications, and Expired Jobs. There are also filters for All Jobs & Interviews, Position Type (1), Industry, Job Function, and More Filters. A 'Job Alerts (0)' link is on the right. A 'Create Job Alert' button is also present. The search results show two job listings: 'Brookens Library User Services Student Assistant (Su19)' and 'Student Lead Position at the Student Union'. A red arrow points to the 'Documents' link in the sidebar, and another red arrow points to the 'Job Alerts (0)' link.

How to upload your resume in to UIS CareerConnect:

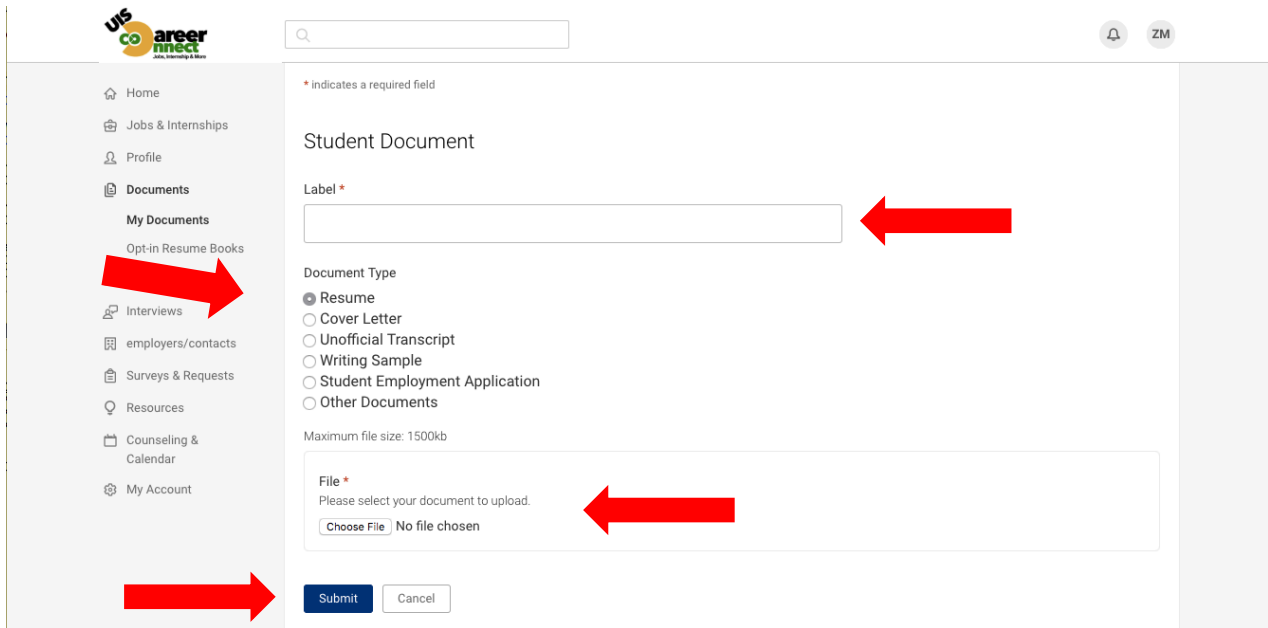
1. On the home page in CareerConnect locate the side bar on the left side
2. Click on "Documents"
 - From the drop down options, click on "My Documents"
3. Click on the blue "Add New" button
4. Label the document, select the document type, and select the file you wish to upload
5. Click on the blue "Submit" button
6. Once your resume is approved, it will be located in the "My Documents" tab



The image shows the home page of the UIS Career Connect portal. At the top left is the UIS Career Connect logo. A search bar is located at the top center. On the right side, there are notification and user profile icons. A left-hand navigation menu lists various options: Home, Jobs & Internships, Profile, Documents (highlighted with a red arrow), My Documents, Opt-in Resume Books, Events, Interviews, employers/contacts, Surveys & Requests, Resources, Counseling & Calendar, and My Account. The main content area features a central card titled "Find a career you'll love!" with a brief description and a "Get Started" button. To the right, there are sections for "Shortcuts" and "Online Toolbox" which includes links to Focus 2 and OptimalResume.com.



The image shows the "My Documents" page in the UIS Career Connect portal. The left navigation menu is identical to the previous image, with a red arrow pointing to the "Counseling & Calendar" option. The main content area displays a notification about resume approval. Below the notification, there are tabs for "My Documents" and "Opt-In Resume Books". A blue information box provides details about document uploads. At the bottom, there is an "Add New" button and a "1 result" indicator. The document list shows a "Resume" document with a "DEFAULT" status, last modified on Jul 26, 2018, 2:18 PM. Below the document name are options to "Generate QR Code", "View as Word", "View as PDF", and "Delete".



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

UIS Career Connect | Search | Home | Jobs & Internships | Profile | Documents | Events | Interviews | employers/contacts | Surveys & Requests | Resources | Counseling & Calendar | My Account

Student Office Worker

UIS Student Employment - Undergraduate Level, UIS Work Study
University of Illinois Springfield

[+ Follow](#) [Apply](#)

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.

Important Dates
Posted On: Mar 21, 2019
Application Deadline: Apr 15, 2019

Contact Information
Full Name: Mrs. Rowena Vail
Employer: University of Illinois Springfield
Division: Capital Scholars Honors Program
Address: One University Plaza, MS LRH-101 Springfield, Illinois 62703 United States
Title: Assistant to the Director
Email: RVail1@uis.edu

Apply

* indicates a required field

If you wish to apply, please select the document(s) to include and click Submit.

Resume*
Choose a Resume to submit for this position.

Resume* [Add New](#)

Notes
If you would like to add an optional personal note to the employer, please enter it here. This field is NOT required.

[Submit](#)

Important Dates
Posted On: Mar 21, 2019
Application Deadline: Apr 15, 2019

Contact Information
Full Name: Mrs. Rowena Vail
Employer: University of Illinois Springfield
Division: Capital Scholars Honors Program
Address: One University Plaza, MS LRH-101 Springfield, Illinois 62703 United States
Title: Assistant to the Director