Purchase JobScore

DO YOU WANT TO WORK ON-CAMPUS? Searching for Campus Jobs on Purchase JobScore

> by the Career Development Center and Student Financial Services

Updated Summer 2018

FOR STUDENTS AWARDED FEDERAL COLLEGE WORK-STUDY

This will be indicated on your Financial Aid Award Letter

Step 1:

Come prepared to the Financial Aid Office. (for College Work-Study eligible students)

Bring copies of :

 <u>A photo ID</u> such as your driver's license, or your U.S. Passport or your MORE CARD. <u>AND</u> either your social security card or a copy of your birth certificate. (These documents are required of everyone working in the U.S., not just students)

Step 2:

- Visit the Career Development Center to register for <u>Purchase JobScore</u> where the jobs are listed.
- Look at the "On-Campus Work-Study" listings on the Purchase JobScore system.
- Choose a few jobs that interest you, then apply as directed to each job listing you find.

CAMPUS JOB OPPORTUNITIES: NON WORK-STUDY (TEMP SERVICE)

- Visit the Career Development Center to register for Purchase JobScore.
- Look for the jobs on *Purchase JobScore* that are listed as "On-Campus Non-Work-Study."
- Apply to the employers listed using the application directions indicated.

FINDING CAMPUS JOBS USING Purchase JobScore

First time on Purchase JobScore?

- Go to www.purchase.edu/offices/career-development/find-jobs-andinternships/purchase-jobscore.
- Either log into Purchase JobScore or register for an account if you do not have one.

First Year & Transfer students. admitted for the fall, are imported into Purchase JobScore each July using their Purchase email. Use "Forgot Password" to see if you already have an existing account.

Offices and Services » Career Development Center » Find Jobs and Internships » Purchase Jobscore

Career Development Center

Purchase Jobscore

The Career Development Center is proud to offer our online job search database to provide job and internship listings exclusively for Purchase College students and alumni.

Our Hours Today: 8:00am-4:00pm

CAREER DEVELOPMENT CENTER

Explore Majors and Careers

Career Preparation Toolkit Find Jobs and Internships Purchase Jobscore Register Job and Internship Fair Part-Time and Campus

About Us

Jobs

Events

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Online Resources

Academic Internships



Log into Purchase JobScore Here(STUDENTS/ALUMNI ONLY) Forgot Password?

Career Development Center Disclaimer & Fraudulent Employer Alert for Students ar

Searching for Jobs

JobScore

Jobs and Internships Jobs

- Select "Jobs and Internships / Jobs & Internships" on the main menu.
- Select "See All Jobs/Advanced Search".
- Select "Position Type" and then select "On-Campus Work Study" or "On-Campus Non Work Study"; select "Apply"

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윤 Jobs and Internships	job & internship postings	Extended Job Search	
Jobs & Internships	Discover Favorites Applications Expired Jobs	Ω My Profile	
My Job Applications Extended Job Search	Keywords Location 25mi + Search See All Jobs/Advanced Search		
Documen Events an Workshop Employer Resource Calendar Wy Accou	ts d d s s Keywords All Job Listings ~ Position Type ~ Industry ~ Job Function ~ More Filters ~ Job Alerts (5) g & Q		

Applying to Jobs

- You can store jobs in your "Favorites" by selecting the star symbol.
- To apply **follow the directions in the posting** as they request- either by phone, email, through the system or apply in person.

Ρ	Student Services Assistant 🜟 On-Campus Non Work Study, On-Campus Work Study Purchase College: Registrar's Office – Purchase, New York United States			
	+ Follow	Apply		
Position Type		Important Dates		
On-Campus Non Work Study, On-Campus Work Study		Posted On: Jul 25, 2018		
Desired Class Level(s) Sophomore, Junior, Senior		Posting will be removed		
Sophornole, Sunior, Senior		on: Aug 17, 2018		
Description				
Primary responsibilities will include:		Related Resources		
-Answering phone calls and emails		Integrity Policy		
- Data entry				
- Digital document retention and record management		CDC Disclaimer and Scam Alert		
This position centers around customer service. We're looking for applicants who exhibit strong communication skills and have a drive to serve the campus community!		Help & Support		
This experience will provide you with a general office skillset that will translate into other areas and industries.		Send a Question or Comment to the		

Contact Information

Purchase JobScore Questions

Career Development Center career.development@purchase.edu Work-Study Questions

Student Financial Services financialservices@purchase.edu