

STUDENT JOBS ON CAMPUS

Visit [Alamo.edu/jobs](https://alamo.edu/jobs).

Click the blue **Student Employment** button.



Student Employment

Select the category of interest.



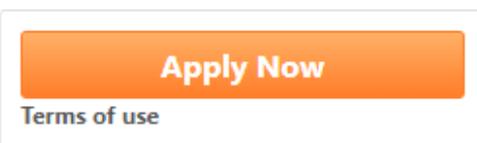
Select the desired job posting

Search Jobs

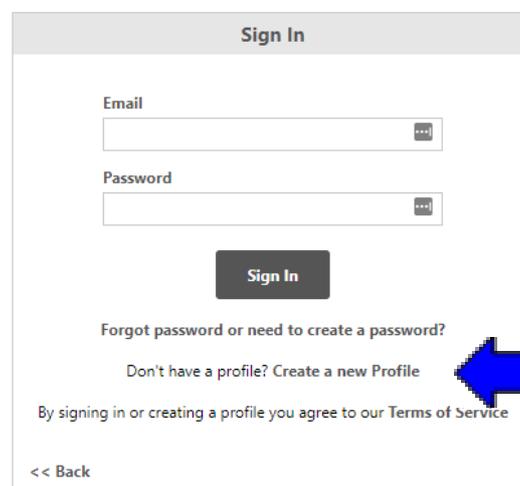
Share Search

> (STUDENT) Peer Advisor - Student Ambassador - NLC - req8359 - T

From the job description page, click the orange, **Apply Now** button.



Sign in or **Create a New Profile**.



A 'Sign In' form with a grey header. It contains two input fields: 'Email' and 'Password'. Below the fields is a dark grey 'Sign In' button. Underneath the button are two links: 'Forgot password or need to create a password?' and 'Don't have a profile? Create a new Profile'. At the bottom, there is a line of text: 'By signing in or creating a profile you agree to our Terms of Service' and a '<< Back' link. A blue arrow points to the 'Create a new Profile' link.

Career Engaged Learning Office
Brazos Student Union, Room 125
nlc-careers@alamo.edu



ALAMO COLLEGES DISTRICT
Northeast Lakeview College



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Click **Next** & **Back** to navigate through the application pages.



Upload your **Résumé**.

**If you need assistance in developing a resume, email: nlc-careers@alamo.edu*

Answer the **Employment Eligibility** questions.

Employment Eligibility

1. Are you currently legally authorized to work in the United States?

Yes No

2. Do you have relatives (by blood or by marriage) or members of your household who are currently employed by Alamo Colleges

Yes No

If yes, provide their name, work location, and relationship to you:

3. Have you previously worked for Alamo Colleges District?

Yes No

Provide contact information for three **References**.

References

Please provide three professional work references. Reference sources may include business, schools and volunteer. Ple:

1. Please provide three professional references. Include name, relationship, phone number, and email address.

1 Welcome and	2 Resume/CV
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Applicant Profile

Please complete all sections.

Resume/CV

Choose one of the following methods to upload your Resume/CV. (Accepted file types: DOC, DOCX, PDF, TXT. Max file size: 5MB)

Use my existing Resume/CV (View - )

Upload a Resume/CV from my computer

Write or Paste a Resume/CV

Cover Letter

Choose one of the following methods to upload your Cover Letter.

No Cover Letter

Upload a Cover Letter from my computer

Write or Paste a Cover Letter

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Answer the **Qualifying Questions**. Questions may vary according to posting.
For Example:

1. Are you enrolled in at least 6 credit hours at one of the Alamo Colleges?
2. Do you have a minimum GPA of at least 2.75?
3. Are you currently an enrolled student with Northeast Lakeview College designated as your home campus?

**If you are unsure of your home campus, log into ACES, click GPS, view your listed College under Academic Information.*

Answer the **Compliance Questions**.

1. Disability:
2. Gender:
3. Ethnicity:
4. Veteran Status (Part 60-250):

Read the **Application Certification Statement** and check the **I Agree** box.

Do you agree?

I agree

If everything is correct and complete, click the **Submit Application** button.

Submit Application

Submit Application

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ALAMO COLLEGES DISTRICT
Northeast Lakeview College



NEXT STEPS

The **departmental supervisor** may contact you to schedule an interview and review job specific information.

**If you would like assistance in preparing for your interview, please email: nlc-careers@alamo.edu.*

If you are selected for the position, you will work with **Human Resources** to submit your on-boarding documents for criminal background check, I-9 employment eligibility, W-4 employee withholding, and direct deposit information and form.

If you would like to continue to seek other opportunities, please contact the **Career Engaged Learning Office (CELO)**.

QUESTIONS

Application Assistance/Job Search

Career Engaged Learning Office (CELO)
Brazos Student Union, Room 125
nlc-careers@alamo.edu
www.alamo.edu/nlc/careers
210.486.5142

Hiring Paperwork or Status

Human Resources
Alamo Colleges District
employment@alamo.edu
www.alamo.edu/jobs
210.485.0200

