



Searching for & Applying for Jobs

Part-Time/Student Employment

Searching for Jobs

1. Log in to DragonJobs (if you just submitted your profile you are automatically logged in, start with step 2)
2. Go to "Job Search" on the top menu.
3. Select "Student Employment" on the menu.
4. Narrow your search by keyword or by selecting the position type in the drop down menu.
 - a. If you're searching for on-campus jobs, select either "(On Campus Non-Workstudy" or "(On Campus) Work-Study Required" or both.
**Note: Only students with a Work-Study award in their Financial Aid package are eligible for "(On Campus) Work-Study Required" positions.*
 - b. If you are searching for off campus jobs, select "Part-Time/Student Employment (Off Campus)"
 - c. When you have made your selections, click the search button to update results.
5. Click on any position you wish to learn more about. If you want to save a position for later, click on "Add to Favorites."

Applying for Jobs

1. If the position is accepting applications through DragonJobs, there will be an option to submit your resume. When you are ready to apply, click on "Submit Resume" at the top of the job posting.
2. You will be prompted to add a personalized message to the employer. Use this opportunity to explain why you are interested in the position, especially if cover letters are not required (as in many on-campus jobs.)
3. If an employer requires additional documents (schedule, references, etc,) a box will inform you if you do not have the required documents uploaded. Once you upload those documents, you will be able to apply for the position.
4. Some employers do not accept applications through DragonJobs. Read and follow all application instructions carefully.

If you have questions or need assistance, please contact the Career Development Center at 218-477-2131 or careers@mnstate.edu.