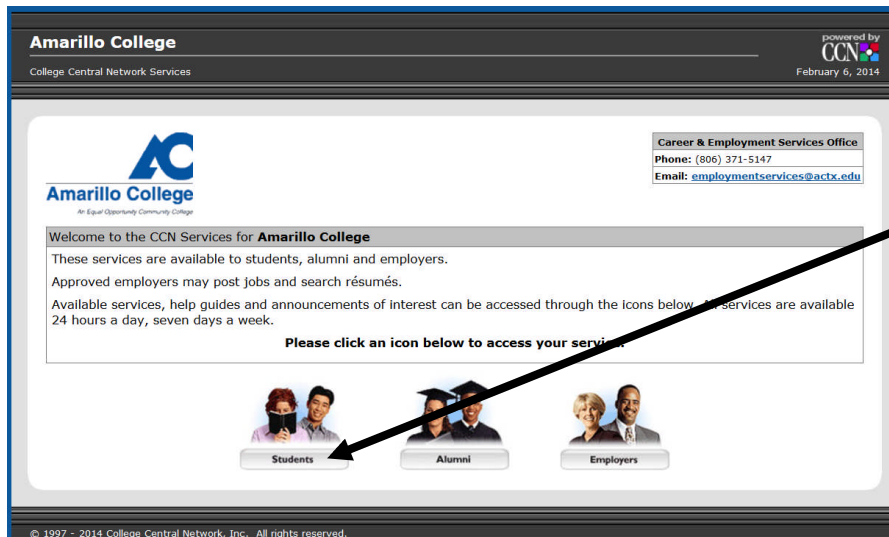


# How to Apply for an Amarillo College on Campus Student Employee Position

1. Sign in or create an account on College Central <http://www.collegecentral.com/amarillocollege/>



- A. Access ID: your Amarillo College ID number with no preceding letter.

- a. Example: 0021256

2. Search "Job Opportunities Posted to My School"

**Search for Opportunities Posted to My School**  
Search for jobs and other opportunities posted exclusively to your school; view your job search history; report offers and hires.  
▶ [Search for Jobs/Opportunities Posted to My School](#)  
▶ [View My Job Search History](#)  
▶ [Report Offers/Hires](#)

**Search over 500,000 Jobs**  
Search and apply for jobs on CCN's Jobs Central® national job board.  
▶ [Search for Jobs](#)

**Search over 25,000 Internships**  
Launch your career with CCN's Intern Central® national internship board.  
▶ [Search for Internships](#)

**Manage My Résumé**  
Upload a résumé file or build it in CCN's Résumé Central®; control who can see it; forward your résumé to prospective employers.  
▶ [Manage My Résumé](#)  
▶ [Forward My Résumé](#)

**Upcoming Events & Programs** [View All](#)

**FEB 7** Workshop: Interview Workshop

**FEB 10** Workshop: Budgeting 2: Monitoring Spending

**FEB 11** Workshop: Interview Workshop

**FEB 13** Workshop: Job Readiness Workshop

**FEB 14** Workshop: Resume Workshop

**Announcements**

[FOUR YEAR ELECTRICAL APPRENTICESHIP PROGRAM](#)

[United Supermarkets Job Fair](#)

[Resume Reviews](#)

**Career Document Library** [Show All](#)

**PDF** [Communication Resume Rubric](#)

### 3. Select "On Campus"

#### School Job Search

Enter your search criteria below. If you want to view all of the jobs, leave all of the criteria blank.

**Job ID**

**Please Note:** If you enter a Job ID, all other search criteria will be ignored.

**Company Name** (contains)

**Job Title** (contains)

**Date Posted** All Dates

**School Job ID**

**Degree**

- Any Degree
- None Required
- Associates
- Bachelors
- Certificate
- Diploma

**Control-Click** to select multiple Degrees.  
**Shift-Click** to select a range of Degrees.

**Major**

- Any Major
- American Sign Language/Interpreter
- Architecture (Pre-Architecture)
- Art
- Art - Graphic Design
- Automotive Technology

**Control-Click** to select multiple Majors.  
**Shift-Click** to select a range of Majors.  
You may select up to 5 different Majors.

**Job Targets**

- Any Job Target
- Accounting
- Administration
- Advertising
- Agriculture
- Animation

**Control-Click** to select multiple Job Targets.  
**Shift-Click** to select a range of Job Targets.  
You may select up to 5 Job Targets.

[How to select a Job Target](#)

**Search by City, State, Zip Code:**

**Distance**  **City**  **State**  **Zip Code**

Within 25 miles of

You may search by City + State, by State only, or by Zip Code only.

**Job Location** **Search by Multiple Locations:**

- Any Location
- On Campus
- Outside U.S.

**Control-Click** to select multiple locations.

### 4. To view the information about a posting select the **Job ID Number**

Special Skills/Certifications

Click the **Job ID** to view the Job Details. **Jobs are sorted by Deadline Date.**

There are 17 jobs that meet your criteria.

Displaying records 1-17 of 17

**Multiple Student Media Positions at Ranger and AC Current**  
Amarillo College Student Publications

Job ID	School ID	Location	Job Type	Deadline
<a href="#">3364444</a>		On Campus	Part Time, Work Study	02/07/2014

**Student Assistant**  
Amarillo College Community Link

Job ID	School ID	Location	Job Type	Deadline
<a href="#">3339004</a>		On Campus (NE Amarillo)	Part Time, Work Study	02/08/2014

**Reader**  
Amarillo College Communications and Theater

Job ID	School ID	Location	Job Type	Deadline
<a href="#">3349407</a>		On Campus	Part Time	02/16/2014

## 5. "Submit to Posting"

<b>Application Instructions</b>	Interested students will apply through College Central Network by selecting 'Submit to Posting' ( <u>students must have a resume approved by Career Services in College Central to see this option</u> ). In addition, candidates must complete an application indicating your first three choices of positions. Contact Mike Haynes at <a href="mailto:jmhaynes@actx.edu">jmhaynes@actx.edu</a> to receive an application. Applications are due by 5pm Friday, December 6, 2013. We plan to announce the spring staff by the end of finals week.
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If you are interested in this opportunity, **PRINT** a copy of the posting for your records.

**You may submit your *Résumé* with a Cover Letter.**  
Click the button below to apply for this opportunity.

[My Home Page](#)

## 6. To build or upload a resume select "Manage my Resume"

<b>Search for Opportunities Posted to My School</b> Search for jobs and other opportunities posted exclusively to your school; view your job search history; report offers and hires. ▶ <a href="#">Search for Jobs/Opportunities Posted to My School</a> ▶ <a href="#">View My Job Search History</a> ▶ <a href="#">Report Offers/Hires</a>	<b>Upcoming Events &amp; Programs</b> <a href="#">View All</a> <b>FEB 7</b> Workshop: <a href="#">Interview Workshop</a> <b>FEB 10</b> Workshop: <a href="#">Budgeting 2: Monitoring Spending</a> <b>FEB 11</b> Workshop: <a href="#">Interview Workshop</a> <b>FEB 13</b> Workshop: <a href="#">Job Readiness Workshop</a> <b>FEB 14</b> Workshop: <a href="#">Resume Workshop</a>
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7. \*\*\*\*\* After you are hired as a Student Employee, make an appointment with Career and Employment Services to complete the mandatory "Student Employee Orientation"

Amarillo College Career and Employment Services  
Washington Street/Lynn Library Suite 110 Phone Number: 806-371-5147  
Web Address: [www.actx.edu/career](http://www.actx.edu/career) E-mail address: [employmentservices@actx.edu](mailto:employmentservices@actx.edu)