

## Graduate Assistantship (GA) Job Search Procedures

Campus departments are encouraged to post their Graduate Assistantship positions in the Pirate Jobs online database. Some campus departments do not post their positions in Pirate Jobs because most GA positions are assigned to graduate students within each academic department. Students are encouraged to make contact directly with departments to enquire about GA opportunities. Students who need assistance with the job search process should schedule an appointment with the Career Center by calling 252.328.6050. Follow the instructions below to access available GA job postings in Pirate Jobs.

1. Visit The Career Center website at [www.ecu.edu/career](http://www.ecu.edu/career) and click on **Pirate Jobs** on the left side of screen or visit <http://piratejobs.experience.com/>
2. Log into **Pirate Jobs** (powered by Experience eRecruiting)
  - Username = full ECU email address (example: abc1234@ecu.edu)
  - Password = 0 (you may change it after successful login)
3. Complete your Profile
  - Complete the required information
  - Click **Save** at the end of each page
4. Searching for Graduate Assistantships
  - Scroll to the **One-Click Searches** section in the middle of the page
  - Click **On Campus Jobs (Not Work Study)**
  - Click on the **Job Title** to view job description
  - GA jobs will state “Graduate Assistantship” in the job title
  - Application procedures vary, follow specific process outlined for each job
5. To apply through the system you must upload a Resume and/or Student Employment Application
  - Click **Upload Documents** under the **Documents** tab on the gray navigational bar
  - Choose the document type in the **Upload Documents** section, click next
  - Click **Browse** to select your document
  - Choose the document/file and click **Upload**

Prior to beginning work ECU hiring department supervisors will assist students in completing required paperwork (tax forms, I-9 forms, and direct deposit authorization). **IMPORTANT:** ECU students hired to work on-campus **MUST** provide proof of identity and employment eligibility on or before their first day of employment. Most commonly used documents to satisfy this requirement are Social Security Card & Driver License or a Passport. A complete list of acceptable documents is available online at <http://www.ecu.edu/cs-studentlife/hireapirate/upload/AcceptDocuments09.pdf>. Failure to provide these documents in a timely manner may delay your start date and/or payroll process.

To view Graduate Assistantship policies and procedures please visit The Graduate School’s website at <http://www.ecu.edu/cs-acad/gradschool/assistantship.cfm>.