



## Student Employment Office

East Carolina University  
100-C Fletcher Hall • Greenville, NC 27858-4353  
252-737-HIRE (4473) • 252-328-5599 fax  
[www.ecu.edu/hireapirate](http://www.ecu.edu/hireapirate)

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### Part-time & Seasonal (Off-campus) Job Search Procedures

1. Local businesses are encouraged to post their Part-time and/or Seasonal job opportunities online via Career Connections. To access these postings, go to [www.ecu.edu/hireapirate](http://www.ecu.edu/hireapirate), click on [Career Connections](#). If you are already registered with an office you can enter your pirate id and password. If not go to the "**click here to register**" under the student login area and follow the prompts. Once your account has been created, you can begin your search by selecting "**Job Search**" on the menu bar. Under "**Position Type**" in the job search screen, select "**Part-time Off-campus**" and then click "**Search**".
2. Application procedures will vary with each part-time position. Some part-time positions will allow you to apply through this system as long as you have a resume loaded in Career Connections. Check out the "**Student Guide**" located in the "**Resource Library**" on your Career Connections homepage for instructions on creating/loading a resume in the system.
3. Students who need assistance with the job search process should schedule an appointment with The Student Employment Office by calling 252.737.4473 or [hireapirate@ecu.edu](mailto:hireapirate@ecu.edu). The Student Employment Office is located in Fletcher Hall near the West End Dining Hall.
4. Report your hiring! We want to know where you are working. Please complete the "Report a hire form" in Career Connections. After you have logged into Career Connections, scroll down toward the bottom of your homepage and select "**Report a Hire**" under the **Quick Links** section. Follow prompts to report your hire.