

# East Carolina University

## THE CAREER CENTER

### Non Work Study Job Search Procedures (Fall 2009 – Spring 2010)

Students who do not qualify for the Federal Work Study (FWS) program can search for Self-Help and/or Graduate Assistantship campus jobs. All ECU campus positions require students to be currently registered and in good academic standing (minimum 2.0 GPA). Some positions may have higher requirements and pre-requisites. Students are also encouraged to search for Part-time Off-campus positions with local employers. The Career Center posts all jobs via the **Pirate Jobs** online database. Follow these instructions to search for available positions.

1. Visit The Career Center website at [www.ecu.edu/career](http://www.ecu.edu/career), click on **Students**, then **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 page
4. Search for an On Campus job (not Work Study)
  - Scroll to the **One-Click Searches** section in the middle of the home page
  - Click on **On Campus Jobs (not Work Study)**
    - This will pull up all non-work study positions available on campus;
      - Self-Help – part-time hourly paid positions
      - Graduate Assistantship (must be pursuing graduate degree)
    - Click on the **Job Title** to view job description
    - Application procedures vary - follow specific process outlined for each job
5. Search for a Part-time Off-campus job with a local employer
  - Scroll to the **One-Click Searches** section in the middle of the home page
  - Click on **Part-time Off-campus jobs**
6. Some jobs will allow you 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 and click next
  - Click **Browse** to select your document
  - Choose the document/file and click **Upload**

Contact The Career Center for any assistance (252) 328-6050 or [career@ecu.edu](mailto:career@ecu.edu).