

## Searching in Person

### Attend Part-Time Job Fair

- Attend our Part-Time Job Fair the first Wednesday of classes from 3:30-5:00pm in the University Center Mall.
- Bring a resume.

### Visit in person

- See supervisors in person on campus to express interest.
- Bring a resume.

## Searching Online at [www.TrineCareers.org](http://www.TrineCareers.org)

Jobs will be posted two weeks prior to the start of fall semester and as new ones become available throughout the semester.

### Login

- Click on “Job Seeker: Search Jobs”.
- Login with the username and password you use to log into myPortal.

### Begin Browsing

- Go to the “jobs” tab on the left side of the page and then click on “Trine Jobs”.
- Click “Advanced Search” and under “Position Type” select “Work Study (on-campus)”.
- Click “Search” to display a list of jobs available.
- Click on job title to view additional information.

### Starting the Search

- Use information to contact supervisors to express interest, confirm position is still open and make work arrangements if hired.
- When hired the supervisor will begin the authorization process.

## *Reminder*

Students will be able to begin work only after being hired and the required paperwork is complete, including presenting original ID's. Please be sure the ID's are with the student on campus. Keep in mind students are not assigned to a job but may pursue posted employment opportunities on campus.