

Searching in Person

Attend Part-Time Job Fair

- Attend our Part-Time Job Fair Wednesday, August 26, 2015 from 3:30-5:00pm in the University Center Mall.
- Bring a resume if available.

Visit in person

- See the individuals in person on campus to express interest, confirm position is still available.

Searching Online at 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

- In the Work Study Login section, click “**Login to Trinecareers.org**”.
- Login with the username and password you use to log into myPortal.

Begin Browsing

- Go to the “jobs” tab at the top 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 required paperwork.

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.