Job X
Student Training
Job X Benefits

- Online applications
- Automated notices
- 24-hour service
- Web accessibility
- Job search skills development
Today’s Demonstration

- Student finds and applies for job
- JobMail
Find A Job

Easy as 1-2-3!
Navigate to https://ccny.studentemployment.ngwebsolutions.com

Click ‘Students’
Click ‘Find A Job’
Click “On Campus FWS Jobs”
In order to view all available jobs, you will need to click the “I agree” button after reviewing the Job Disclaimer.
Click the job title to view the job details
• Click the “Click here to apply for this job” link
To return to the search results, click “Return to search results”
Enter your CCNY Student Id (Social Security Number) and click “Student Validation”

PLEASE NOTE: If you have been awarded and accepted a Federal Work Study award, are academically eligible, and have registered for at least 6 credits during the semester you will be allowed to apply for the job. Otherwise, you will not be allowed to apply for the job. Contact FWS@ccny.cuny.edu if you are unable to apply
Fill out the questions on the application. Use your CCNY email address. If your e-mail address is miskeyed, your hiring process may be delayed. Click “Submit Application”
If you wish to upload a resume for the employer to review, please browse to that file on your computer, click “Submit”, then click “Apply”. A resume is not required to apply for FWS jobs.

If you do NOT wish to upload a resume, just click the “Apply” button.
Congratulations! Your application has been submitted. To print a receipt, click “View Printable Version”
Application Date: 10/22/2007

1. First Name
   Tim

2. Middle Name
   Pettus

3. Last Name
   Pettus

4. E-mail Address
   pettusta@gmail.com

5. Student ID
   tp5596237

6. Would you consider speaking at information sessions?
   Yes

Click “Print This Window”
To continue without printing a receipt you can return to the “Student Employment Home” page or “Job Seekers Resource Page” to find additional jobs.
What is Job Mail?

- Optional job notification system
- By signing up you can be automatically notified via email when job opportunities in your area of interest becomes available
- You can unsubscribe or change your preferences at anytime
To sign up for Job Mail, navigate back to "Job Seekers Resource Page"
Click “Sign up for JobMail”
Click “Create an Account!”
1. Enter the E-mail address field with your CCNY institutional e-mail address. Please do not use a personal e-mail address.

2. Enter your First Name, Last Name, CCNY Student ID (social security number) and Anticipated Grad Year and click “Submit”.
Once your account has been created you will receive this message.
After you create your account, you will receive an email that will contain the link that you will need to access JobMail. The link provided is the only way to edit your subscription. Please keep this e-mail for future reference.
If you do delete the e-mail in error, access the JobMail page by clicking Job Seekers Resource Page → Sign up for JobMail → Email Me!. JobX will send you another e-mail containing the link to access your account.
By clicking on the link contained in the e-mail you will be taken to the JobMail home page where you can update information on your account. Click “Edit My Profile”
Update your profile as needed and click “Save”
• Click “Add New Subscription” for On-Campus FWS

• College Assistant (Non-FWS) jobs and Off-Campus FWS Jobs are not listed in Job X at this time. Please contact On-Campus Student Employment, SH 50 for College Assistant jobs or please visit the Financial Aid Office, located in Wille Administration Building, Room 104 for Off-Campus FWS jobs.
1. Click “View/Modify” to add preferences for each criteria
2. You may set criteria for Employer, Job Categories, and Time Frame.
Click “add” next to each item you wish to add to your search. Click “Done” when finished.
Click “Save Subscription(s)”
Contact Us

Financial Aid:  FWS@ccny.cuny.edu

On-Campus Student Employment:

Giovanni Sanchez: gsanchez@ccny.cuny.edu
212-650-7739