



## ON-CAMPUS JOB POSTINGS

### STUDENT EMPLOYMENT: WORK STUDY & STUDENT WORKER

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Visit the DCTC Recruitment Website (Job Postings):

<https://www.collegecentral.com/dctc/>

#### CREATE AN ACCOUNT

- 1) Click on “**Students**”
- 2) Click on “**Create Account**”
- 3) You must use your assigned **STAR ID** (2 alpha letters, numbers, 2 alpha letters) as your User ID
- 4) Create a **password**
- 5) Fill out the information requested to create your account (2-3 minutes)

#### SEARCH FOR OPEN ON-CAMPUS POSITIONS

- 1) Once your account has been created, log-in using your STAR ID and Password
- 2) From your Dashboard, click on “**My School’s Jobs**”
- 3) Click on the search box “**Job Types**”
- 4) Choose the menu item “**Student Employment**” (this will search only on-campus jobs for you to view)
- 5) Leave all other information/search boxes blank on this page
- 6) Click on the blue “**View Jobs By Job Type**” button at the bottom of the page
- 7) View on-campus positions, click on titles to view more detailed information
- 8) Follow instructions on each posting to **apply for jobs**

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#### DO YOU NEED HELP WITH...

- Creating your College Central Network Account?
- Searching jobs within the system?
- Creating a resume or cover letter for on- or off-campus work?
- Learning how to interview for jobs?

See below for an  
**Overview** of the DCTC  
Hiring Process for  
Student Employment

#### Visit the Career Services Center for help!

Jessica Ayub | Director of Career Services

[studentemployment@dctc.edu](mailto:studentemployment@dctc.edu) | 651-423-8283

Meetings: *By Appt. Only – Please Email* | Office: 2-202

# Students: DCTC Student Employee Process

## Overview: What can you expect during the Student Employee Process?

- **How-to instructions** are provided in specific documents on a main DCTC website, as described.
- Start learning about both on- and off-campus opportunities for any student employment at this **main website**: [www.dctc.edu/student-employment](http://www.dctc.edu/student-employment)
- **Supervisors** see instructions on how to post available openings on DCTC's recruitment website, College Central Network. These postings can later be administered to edit and renew/expire.
- **Students** search online job openings and instructions are provided at the link above.
- **Student** can fill out a new application which they access at the above web link.
- After an Application for on-campus employment is received, **Financial Aid** will verify work-study eligibility and this is added to the existing application on our staff's inter-campus system.
- **Career Services** contacts students and shares options for work-study financial aid positions or department cost center funded positions, depending on status and availability.
  - **Students** should have positions in mind based on postings using the College Central Network system or contact with a hiring manager.
  - **Supervisors** are contacted and/or can be checking the applicant pool during peak times or if expecting a candidate. Career Services appreciates partnering together to avoid duplicating efforts so communications about your interest and active search are very helpful.
  - **Supervisors** are highly encouraged to use provided resources for interview questions and recommend that references are checked with on-campus DCTC employees. A Supervisor can serve as a reference for the student candidate that they are directly hiring.
- After a candidate accepts offer, an IT ticket **Student Worker Onboarding** request is submitted.
- Information on whether this is a Financial Aid position or cost center funded determine next steps.
  - Human Resources paperwork is conducted by **Career Services**.
  - **Financial Aid or Department Student Worker Agreements** are completed by applicable people.
  - **Payroll is set-up by the Business Office**; International Student paperwork done with Career Services is submitted to the Minnesota State System Office.
  - Upon verification of **E-Timesheet set-up** and Career Services **adding D2L required training courses**, supervisors arrange with students to come in and complete trainings as first paid task before starting position tasks.

[Return to the DCTC Student Employment Home Page](#)

[Return to the School College Central Home Page](#)