

HOW TO FIND AND APPLY FOR ON-CAMPUS STUDENT JOBS

- 1) Visit <https://mayvillestate.edu/about-msu/employment/>

Employment opportunities noted with a **(S)** are student jobs.

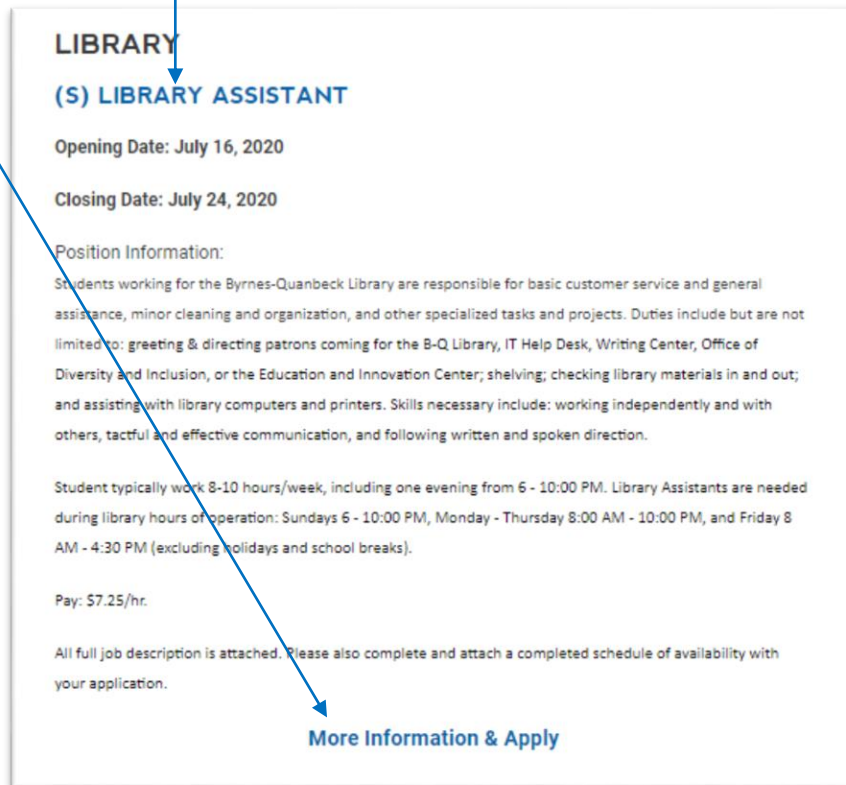


Note: Some positions are noted as Work-Study. Federal Work-Study is a student aid program which provides funding to support employment for Federal Work-Study eligible students.

Unsure if you are eligible? Contact [Financial Aid](#)

Students who have been *approved* by Financial Aid and *accepted* their Federal Work-Study award can apply to *all* student **(S)** positions (they are not limited to only Work-Study student jobs).

- 2) To apply for a student job, click on the title, scroll through the expanded portion and click on **More Information & Apply**.



Student Employment

3) Click **Apply for Job**

Job Description

Previous Job (S) Library Assistant

Job ID: 2921825 Full/Part Time: Part-Time
Business Unit: Mayville State University Department: Library
Location: Mayville Close Date:
Posted: 07/16/2020

[Add to My Favorite Jobs](#)
[Email this Job](#)

Position Information

Students working for the Byrnes-Quanbeck Library are responsible for basic customer service and general assistance, minor cleaning and organization, and other specialized tasks and projects. Duties include but are not limited to: greeting & directing patrons coming for the 3-Q Library, IT Help Desk, Writing Center, Office of Diversity and Inclusion, or the Education and Innovation Center; shelving; checking library materials in and out; and assisting with library computers and printers. Skills necessary include: working independently and with others, tactful and effective communication, and following written and spoken direction.

Student typically work 8-10 hours/week, including one evening from 6 - 10:00 PM. Library Assistants are needed during library hours of operation: Sundays 6 - 10:00 PM, Monday - Thursday 8:00 AM - 10:00 PM, and Friday 8 AM - 4:30 PM (excluding holidays and school breaks).

Pay: \$7.25/hr.

All full job description is attached. Please also complete and attach a completed schedule of availability with your application.

4) First time user? Click **Register Now (required step)** Tip: use the same username and password as Campus Connection.

Checking library materials in and out; and assisting with library computers and

10:00

Sign In

*User Name

*Password

[Sign In](#)

[Forgot User Name](#) | [Forgot Password](#)

Are you a new user? [Register Now](#)

Returning user? Sign in with your username and password, and skip to #7.

Student Employment

- 5) To register, provide account information and toggle to **Yes** for question: “Are you a Student applying for work as a student worker?”
Enter your **Student ID** (also referred to as EMPLID) and **Date of Birth** in Student Verification

The screenshot shows the 'New User Registration' page. The 'Account Information' section includes fields for *User Name, *Password, *Confirm Password, and a toggle for 'Are you a Student applying for work as a Student Worker?' set to 'Yes'. Below this are fields for *First Name, *Last Name, *Email Address, and *Phone. A 'Consent to Receive Text Messages' toggle is set to 'No'. The 'Address Information' section includes a dropdown for *Country (United States), and fields for *Address 1, Address 2, Address 3, *City, *State, and *Postal. A 'Student Verification' modal is open, titled 'Student Verification', with a 'Get Profile' button. The modal asks for 'Student ID' and 'Date of Birth'.

- 6) View Terms and Conditions and click **Register**

The screenshot shows the 'New User Registration' page with the 'Register' button highlighted. The 'Account Information' section includes fields for *User Name, *Password, *Confirm Password, and a toggle for 'Are you a Student applying for work as a Student Worker?' set to 'Yes'. Below this are fields for *First Name, *Last Name, *Email Address, and *Phone. A 'Consent to Receive Text Messages' toggle is set to 'No'. The 'Address Information' section includes a dropdown for *Country (United States), and fields for *Address 1, Address 2, Address 3, *City, *State (North Dakota), and *Postal. At the bottom, there is a link for 'View Terms and Conditions' and a checkbox for 'I agree to the Terms and Conditions' which is checked.

Student Employment

7) Review Step 1 of 4: Start View Terms and Conditions and click **Next**

Library Assistant

Step 1 of 4: Start

Welcome, New Applicant!

Please carefully review the following information regarding our online application process.

- You are allowed to complete the application in several steps. You do not have to complete all the steps in a single session. You can complete them at different times, even on different days.
- All NDUS institutions comply with the Drug Free Workplace Act and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.
- NDUS institutions seek to accommodate all people with disabilities. If you receive a request for an interview and require auxiliary aides, services, or other accommodations for the interview, please call the institution's Human Resources Department.
- Each applicant is screened according to the information contained in their application materials and the job description for the position they applied.
- All NDUS campus locations are TOBACCO FREE.
- In an effort to assist you in protecting your personal information, we ask that you remove your Social Security Number on documents you include in your application. Examples would be transcripts, COC's and/or Military Disability paperwork, etc. The Social Security Number is not required at this stage of recruitment. Thank you for your assistance.
- The job application allows you to attach a resume and has a number of sections, ranging from job preferences to work experience. The step-by-step process will guide you through the application. Please fill in all information carefully and completely before submitting.

Before you begin the job application process, please read the Terms and Conditions carefully. By selecting the "I agree to the Terms and Conditions" checkbox you indicate that you have read and understood the Terms and Conditions and acknowledge your agreement with them. If you do not agree, you will not be able to submit an application and should select the "No" button.

[View Terms and Conditions](#)

I agree to the Terms and Conditions

Next >

8) Attach Resume and Cover Letter, and click **Next** Need help with writing a resume and cover letter? [Email Career Services](#) [Example Resume](#) and [Cover Letter Guide](#)

Library Assistant

Step 2 of 4: Resume

Resume Attachment

You have not provided a resume.

[Attach Resume](#)

Cover Letter Attachment

You have not provided a cover letter.

[Attach Cover Letter](#)

Save as Draft

Next >

9) Review, select option and click **Next**

Library Assistant

Step 3 of 4: Self-Identify - Disability

Form CC-305
OMB Control Number 1250-0885
Expires 1/31/2020

Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities. To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answers you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Deafness
- Cancer
- Diabetes
- Epilepsy
- Autism
- Central palsy
- HIV/AIDS
- Schizophrenia
- Muscular dystrophy
- Bipolar disorder
- Major depression
- Multiple sclerosis (MS)
- Missing limbs or partially missing limbs
- Post-traumatic stress disorder (PTSD)
- Obsessive compulsive disorder
- Impairments requiring the use of a wheelchair
- Intellectual disability (previously called mental retardation)

Please select one of the options below:

YES, I HAVE A DISABILITY (or previously had a disability)

NO, I DON'T HAVE A DISABILITY

I DON'T WISH TO ANSWER

Reasonable Accommodation Notice

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dhs.gov/ofccp.

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

Save as Draft

Next >

10) Review, select option and click Next

Step 3 of 4: Self-Identify - Veteran

Definitions

The employer is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (JEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment (1) disabled veterans; (2) recently separated veterans; (3) active-duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows:

- A "disabled veteran" is one of the following:
 - A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or
 - A person who was discharged or released from active duty because of a service-connected disability.
- A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
- An "active-duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
- An "Armed Forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12958.

Protected veterans may have additional rights under USERRA, the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free at 1-866-4-USA-3008.

Self-Identification

If you believe you belong to any of the classifications of protected veterans listed above, please indicate by selecting the appropriate option below. As a Government contractor subject to VEVRAA, we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA.

I identify as one or more of the classifications of protected veterans listed

- Disabled Veteran
- Recently Separated Veteran
- Active Duty Wartime or Campaign Badge Veteran
- Armed Forces Service Medal Veteran

I am a protected veteran, but I choose not to self-identify the classification to which I belong

I am not a protected veteran

I am not a veteran

Military Discharge Date:

Reasonable Accommodations Notice

If you are a disabled veteran it would assist us if you tell us whether there are accommodations we could make that would enable you to perform the essential functions of the job, including special equipment, changes in the physical layout of the job, changes in the way the job is customarily performed, provision of personal assistance services or other accommodations. This information will assist us in making reasonable accommodations for your disability.

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.

The information you submit will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if you have a condition that might require emergency treatment; and (iii) Government officials engaged in enforcing laws administered by the Office of Federal Contract Compliance Programs, or enforcing the Americans with Disabilities Act, may be informed.

11) Review, select option(s) and click Next

Step 3 of 4: Self-Identify - Diversity

You are invited to provide the information requested regarding diversity.

Diversity

Our organization is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, applicants are invited to voluntarily self-identify their gender and their race or ethnicity.

The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations. When reported, data will be aggregated and will not identify any specific individual.

Gender

What is your gender?

- Female
- Male
- I decline to answer

Ethnicity and Race Identification

Are you Hispanic or Latino? [Definition](#)

- Yes, I am Hispanic or Latino
- No, I am not Hispanic or Latino

What is your race? Select one or more. [Definition](#)

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Pacific Islander
- White
- I decline to answer

Student Employment

12) Review and Submit

The screenshot shows the 'Review and Submit' step of an application process. The page title is 'Library Assistant' and the job title is 'Library Assistant'. The user is prompted to 'Review your application and make any changes before submitting'. The application progress is shown on the left, with 'Review and Submit' highlighted as 'In Progress'. The main content area displays the following information:

- Step 4 of 4: Review and Submit**
- My Contact Information**
 - Email: megan.ig@maysilstate.edu
 - Address: 1471 124th Ave NE, Sharon, ND 58277-8948
 - Phone: 218371-7396
 - Contact Method: Not Specified
 - [Modify](#)
- Resume Attachment**
- Cover Letter Attachment**
- Disability**
- Veteran**
- Diversity**

At the top right, there are buttons for 'Save as Draft', '< Previous', and 'Submit'.

13) Application Confirmation

The screenshot shows the 'Application Confirmation' page. The page title is 'Application Confirmation' and the message states 'You have successfully submitted your job application'. The 'Jobs Applied For' section displays the following information:

Job Title	Posting Date
(5) Library Assistant	8/16/2020

Job ID	Application Date
2921825	8/24/2020

Additional information includes 'Location: Mayville'. There are links for 'Careers' and 'View Submitted Application'.

If you consented to receive text messages, you will receive a message indicating your material has been received.

Example Student Resume

COMET STUDENT

123 Career Drive · Mayville, North Dakota 58257
701.788.5254 · comet.student@mayvillestate.edu

OBJECTIVE

Seeking an on-campus student job related to my studies

SKILLS & ATTRIBUTES

- Microsoft Office and Adobe Photoshop
- Organization
- Detail-oriented
- Written and verbal communication

EDUCATION

Mayville State University Bachelor of Science Degree in Business Administration Specializations: Marketing, Management	Mayville, North Dakota May 2023
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WORK EXPERIENCE

Byrnes-Quanbeck Campus Library Library Assistant	Mayville, North Dakota September 2019 – Present
<ul style="list-style-type: none">• Assist library users with locating items and requests for interlibrary loans• Provide pleasant customer service while checking materials in and out• Organize and re-shelf materials	
Miller's Fresh Foods Stock Clerk	Mayville, North Dakota May 2017 – August 2019
<ul style="list-style-type: none">• Maintain clean and safe shopping areas• Organize and stock shelves	

INVOLVEMENT

Mayville State University <i>Collegiate DECA Member</i>	Mayville, North Dakota September 2019 – Present
<ul style="list-style-type: none">• International Career Development Conference participant	
Mayville State University <i>Student Involvement Member</i>	Mayville, North Dakota September 2019 – Present
<ul style="list-style-type: none">• Create events to help students get involved on campus• Assist with organizing intramural sports and entertainment events	

[What is a resume?](#)

[More on Resumes from Purdue OWL](#)

Cover Letter Guide

COMET STUDENT

123 Career Drive · Mayville, North Dakota 58257
701.788.5254 · comet.student@mayvillestate.edu

[Date]

[Hiring Manager Name]
330 Third Street NE
Mayville, North Dakota 58257

Dear [Hiring Manager Name],

Opening:

- Self-introduction
- Position you are applying and where you heard about it
- Address why you are a good match for the job and highlight couple key qualifications

Body:

- Discuss key qualifications in detail to demonstrate you are a good match
- Provide examples that highlight your skills and abilities

Closing:

- Call to action- let them know you will be in contact to schedule an interview
- Thank the reader for their time

Sincerely,



Comet Student

[What is a cover letter?](#)

[More on Cover Letters from Purdue OWL](#)