## Step-by-Step Guide: Campus Employment

Step 1: Go to your Browser (Internet Explorer, Google Chrome, Firefox, etc.)

Step 2: Type into your search bar <u>https://www.indianatech.edu/</u> and hit the enter key.

Step 3: click the Hire a Warrior button at the top of the screen.



Step 4: Select the Student / Alumni box that appears on your screen

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	What type of u	ser are you?	
	Student/Alumni	Employers	
Career Services Management Sy	stem		Privacy Policy   Terms of Use

Step 5: You will log in using your full Indiana Tech Email address and your current student password (the same password you created to log into my.indianatech.edu, or any campus computer)

Step 6: If this is your **First Time Logging into Warrior Jobs** you will need to fill out the form that appears.

Step 7: An email will be sent to your student account that will ask you to verify your account by clicking a link.

Step 8: Wait for a manager to approve your registration form. Important- You must complete step 7, and Verify your email before a manager can approve your account!

Step 9: Once you are approved fallow steps 1-5 again to log in.

Step 10: select the jobs tab on the left hand side of your home page in warrior jobs.

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Wy Account		Sponsors
	Check Back for Jobs For You. More jobs for you will be shown here as they are added, so check back soon! Search all jobs   Go to favorites   Go to applications	Connecting students/alumni to the largest network of jobs and Getting Started

Step 11: under Jobs select Discover, this will take you to the job board of Warrior Jobs.

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Extended Job Search	Find a career you'll love!	Ryan B Seiler
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Check Back for Jobs For You. More jobs for you will be shown here as they are added, so check back soon! Search all jobs   Job favorities   Got applications	Connecting students/alumni to the largest network of jobs and	
		Getting Started

Step 12: For Campus employment type the word "*Warrior*" in the Keywords search bar then hit search.

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Step 13: once you hit the search button you will only be provided with on campus jobs, click any of the job titles to get more information and to see if you qualify for the position.

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	Student Employee - Tech Treasures Sales Associate Mor OWANTED Indiana Tech - Fort Wayne	500+ \$2 €7

Step 14: Once you have read the details and see that you are qualified and want to apply hit the apply button at the top of the job posting. This will take you to Paycom, HR's program to apply to the on-campus job. (this will require the creation of a separate Paycom account)

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<ul> <li>Events</li> <li>Employers</li> <li>Surveys</li> <li>Resources</li> <li>Calendar</li> <li>My Account</li> </ul>	Pesition Type Warrior Student Worker (On-Campus) Description Indiana Tech is a thriving, Independent, teaching-oriented institution with a focus on career/professional programs in business, engineering, computer sciences, criminal sciences, education, human services and many other concentrations. Indiana Tech ronits approximately 1500 students in its traditional programs on its main campus is and over 8,000 students in Professional Studies programs at 15 regional locations and online. Indiana Tech programs are designed to provide students with relevant and practical experiences, including an emphasis on internships. The University is accredited by the Higher Learning Commission. Indiana Tech has big plans for its future. Learn more at strategicplan.indianatech.edu. Ceneral Summay Under supervision, consolidate and organize data into Excel spreadsheets. Spreadsheets will be created that contain organized lists that will he the HilfMHT program. Data, like names.	Important Dates Posted On: Oct 11, 2018 Application Deac ine: Dec 09, 2018