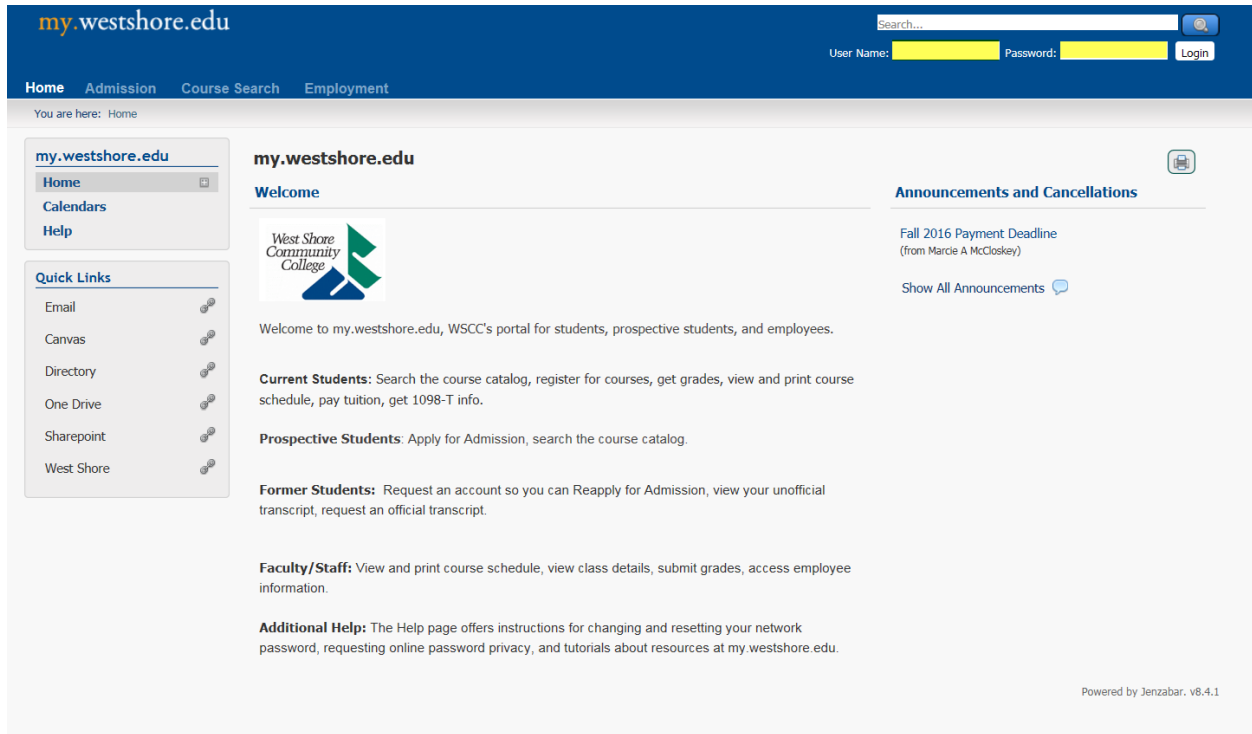


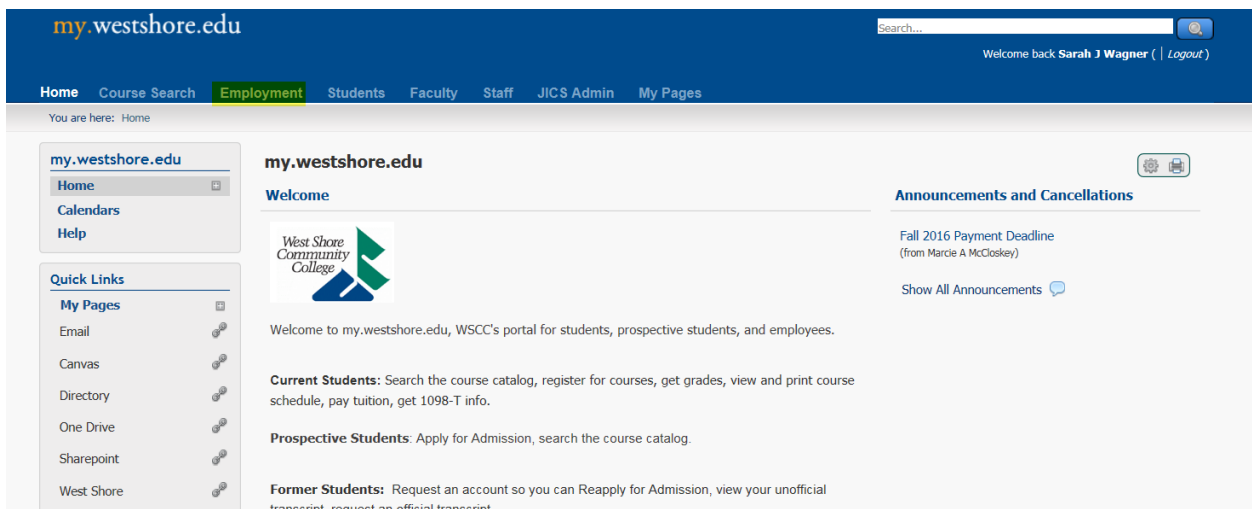
To View Available Position Openings

If you are a current student or employee Login to <https://my.westshore.edu/ics> using your Username and Password. For those that don't have a current login Please read instructions located under search positions



The screenshot shows the my.westshore.edu homepage. At the top, there is a search bar and a login section with fields for "User Name:" and "Password:" and a "Login" button. The navigation menu includes "Home", "Admission", "Course Search", and "Employment". Below the navigation, there is a "You are here: Home" breadcrumb. The main content area is divided into three columns. The left column contains a sidebar with "my.westshore.edu" links (Home, Calendars, Help) and "Quick Links" (Email, Canvas, Directory, One Drive, Sharepoint, West Shore). The middle column features the "my.westshore.edu" logo and a "Welcome" message. It lists instructions for "Current Students", "Prospective Students", and "Former Students". The right column is titled "Announcements and Cancellations" and displays a message about the "Fall 2016 Payment Deadline" from Marcie A McCloskey, with a "Show All Announcements" link. At the bottom right, it says "Powered by Jenzabar. v8.4.1".

Click the Employment Tab



This screenshot is similar to the first one but with the "Employment" tab selected in the navigation menu. The navigation menu now includes "Home", "Course Search", "Employment" (highlighted), "Students", "Faculty", "Staff", "JICS Admin", and "My Pages". The "My Pages" section in the sidebar is expanded to show "My Pages" as a link. The rest of the page content, including the welcome message and announcements, remains the same as in the first screenshot.

Click the Search Positions button

The screenshot shows the 'my.westshore.edu' website with the 'Employment' section active. The navigation bar includes 'Home', 'Course Search', 'Employment', 'Students', 'Faculty', 'Staff', 'JICS Admin', and 'My Pages'. A search bar is visible in the top right. The 'Employment' sidebar contains 'Add a Page', 'Context Manager', and 'Usage Statistics'. The main content area has a sub-header 'Employment at WSCC' and a 'Join our dedicated team!' banner. Below this is a paragraph of text and a section titled 'Employment Position Application'. This section contains three input fields: 'Position title (some or all)', 'Keywords (Description, category, etc)', and three dropdown menus for 'Department', 'Classification', and 'Type', all set to 'Any'. A yellow 'Search positions' button is highlighted at the bottom of the form.

Select the position you are interested in applying for. To view more details about the position and to apply click the position title

This screenshot shows the search results page. It features the same search filters as the previous page. Below the filters is a 'Search positions' button. Underneath, the 'Search Results' section contains a table with the following data:

Position	Department	Classification	Type	Posted
Bookstore Sales Associate		Student Worker	Part Time	None specified
Catering Assistant		Campus Employee	Part Time	None specified
Computer Technicians		Student Worker	Part Time	None specified
Grill Associate/Front Line Associate		Student Worker	Part Time	None specified
Nursing & Allied Health Assistant		Student Worker	Part Time	None specified
Part-Time Anatomy & Physiology Instructor		Part-time Faculty	Part Time	None specified
Part-Time Humanities Instructor		Part-time Faculty	Part Time	None specified
Part-Time Microbiology Instructor		Part-time Faculty	Part Time	None specified
Philosophy/Student Senate Assistant		Student Worker	Part Time	None specified
Writing Center Assistants		Student Worker	Part Time	None specified
Zamboni Driver(s)		Campus Employee	Part Time	None specified

To apply click the Apply Now button

The screenshot shows a web interface for job applications. At the top, there is a navigation bar with links: Home, Course Search, Employment, Students, Faculty, Staff, JICS Admin, and My Pages. Below this is a breadcrumb trail: You are here: Employment > Employment. The main content area is titled 'Employment' and includes a sub-header 'Employment Position Application'. The job title is 'Grill Associate/Front Line Associate' with the status 'Accepting applications'. A description of the position is provided, stating that the café is seeking a friendly, honest, dependable, enthusiastic team player to prepare food, stock, receive, and check in merchandise, and for general kitchen duties. The person should be able to lift 30-58 lbs. and be available some evenings and weekends. Food service or retail experience is recommended but will train each individual for specific job if needed. An 'About us' section follows, describing West Shore Community College's philosophy and location. On the right side, there is a 'Job type' section with 'Part Time' selected, and a 'Salary' section with '\$0.00 per hour'. There are two 'Apply now' buttons: one at the top right and one at the bottom center. There are also links for 'Have a question? E-mail us' and 'Back to job listing'. The footer of the page indicates it is 'Powered by Jenzabar. v8.4'.

You will be directed to the online Employment application. Once you have submitted your application and any required supporting documentation such as cover, letter resume, or transcripts you will receive an email letting you know that the application has been received.

For any questions about employment or the online application please contact:

Sarah Wagner

Human Resources Generalist

231-843-5986

sjwagner@westshore.edu