

NSU Job Location & Development Program

Student Union Room 305

P.O. Box 5286 Natchitoches, La. 71497

STUDENT COPY

To qualify for **JLD off campus part time job opportunities** NSU students must be *enrolled in at least 6 hours per semester* and maintain a cumulative GPA of 2.0.

Off campus jobs are competitive. The employer has full control over hiring.

Availability cannot be guaranteed as JLD does not place students in a position.

Students must apply and interview accordingly to the needs of the employer.

To register for JLD students must complete AND RETURN Student Data Sheet, Student Contract, Student Information Release Authorization & GPA FORMS. Schedule an appointment with JLD staff for resume and reference page review.

****** PLEASE FOLLOW "JILL SMITH REFERENCE & RESUME GUIDELINES"**

***Use the sample resumes** and reference pages provided **to draft your own.**

***Save on myNSU AND myfiles** *Print copy of and bring to your appointment.

***Arrive on time** for your appointment. **If you need to cancel or reschedule call 318-357-5621 ahead of time.** **If you do not show up for appointment** your application will be placed in inactive status.

During your appointment JLD staff will assist with your resume, reference page, and print copies on your resume paper. You will **register on MonsterTrak**, (job/career resource website with valuable information for college students).

Double check your list of phone numbers for accuracy. **You must notify references** to expect our call. JLD staff verifies your references.

Email notification of **available jobs** and **MonsterTRAK newsletters** will begin arriving at **your NSU email account.**

Check your NSU email often! Jobs often go to the first who respond!! Services will continue to be available for resume updates, interviewing skills, career outlook and other career employment concerns.

******** It is our goal, by senior year, for students to transition to Counseling & Career Services. Students will build a credential file as well as receive assistance with identifying full time jobs in your chosen career.

OR 1030 & SPS 4000 are credit classes that are available to help students transition to the world of work.

Northwestern State University

Job Location and Development Program

P.O. Box 5286 Natchitoches, LA 71497(P) 318-357-5430 (F) 318-357-5690

COPY - Student Contract

Student agrees to the following:

- **Sign release form** for release of school-related information, reference checks, interview and employment intentions.
- **Participate in mock interviews as needed** to identify skills, interest and areas of growth.
- **Attend individual/group CCS training as needed** regarding resume, company research, portfolio development and networking.
- **Request assistance with any situations encountered in workplace** that are beyond your ability to resolve.
- **Be prompt, dress appropriately and represent NSU in a professional manner** at all times.
- **Complete resume and reference page** to be placed in your personnel file.
- **Immediately notify JLD office of any changes in employment or personal information**, i.e. phone number or address changes, etc.

NSU reserves the right to remove you from any situation which is, in our judgment, not in your best interest. In addition, the University makes no guarantees of placement into a position of your choice. Every effort is made to help you match your goals with an employment opportunity. NSU agrees to maintain confidentiality of student records except as designated by signed forms and will act in your best interest to assist with obtaining potential employment opportunities.

I agree to refrain from sharing job specific information regarding location, application process, contact personnel, etc., with any person not enrolled in the JLD program. To encourage any interested student to enroll in the free JLD program so that they may obtain job postings and services for themselves.

SIGNATURE: _____ Date: _____

Print Name: _____

It is the policy of NSU to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age or disability.