

## JACKET JOBS: NEW ACCOUNT STUDENT LOG-IN DIRECTIONS

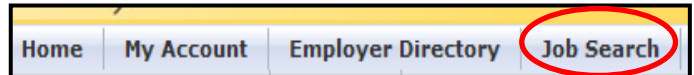


1. Go to the Career Services website at [www.uwsuper.edu/career](http://www.uwsuper.edu/career).
2. Click on the “Jacket Jobs Homepage” button.
3. Click on the student login.
4. Enter your username and password.  
Your username is your UW-Superior E-Hive username.  
Your default password is your birth date. *Examples: 5/15/1980 or 11/4/1980 (include the slashes).*
5. Complete the profile information. All fields marked with an asterisk (\*) are required. Be sure to change your password.

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## HOW TO SEARCH FOR ON-CAMPUS STUDENT JOB OPENINGS

- Click on the “Job Search” link at the top.



There are two types of student employment at UW-Superior: Federal College Work-Study and Student Assist.

Federal College **Work-Study** is a need-based financial aid award that allows a student to work and earn money. Any UWS student with a work-study award as part of his/her financial aid package is eligible to apply for work-study jobs.

**Student Assist** is on-campus employment that is not part of a financial aid package. Any UWS student who is enrolled at least half-time is eligible to apply for student assist jobs.

- Select “Federal College Work-study” or “Student Assist” from the *Position Type* options. **Leave all other search options blank; this will return all active postings for the type you have selected.**

OR

- Click the “Search” button. If no jobs are currently available, the search will return zero results.

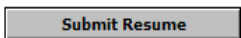
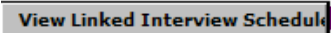
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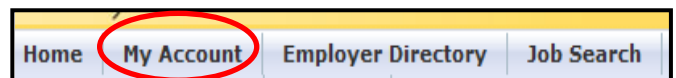
## HOW TO SEARCH FOR JOBS, INTERNSHIPS and VOLUNTEER OPPORTUNITIES OFF CAMPUS

- Click on the “Job Search” link at the top.
- Select the *Position Type* you’re seeking.
- Leave all other search options blank to return all active postings; or enter additional search criteria to narrow the results. Click the “Search” button.

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## HOW TO UPLOAD DOCUMENTS AND APPLY/REQUEST INTERVIEW ON JACKET JOBS

- Click on the “My Account” link at the top.
- Under “my account” click on “my documents”.
- Upload required documents for the position you are applying for. Examples are: resume, cover letter, references.
- To apply for a position through Jacket Jobs, return to the job posting and click: 
- Some positions have linked interview schedules, you will see:  to apply for these positions request an interview



*NOTE: carefully review whether you qualify for each position, red errors will appear at top of screen, check that your profile is complete and updated.*

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For additional assistance contact:

UW-Superior Career Services, Yellowjacket Union, Suite 230, 715-394-8024 [career@uwsuper.edu](mailto:career@uwsuper.edu)