

# How to Find a Job On-Campus & Off-Campus

Use the College Central Network database to find on-campus or jobs near campus

1. Register at: <https://www.collegecentral.com/losmedanos/> and click “Students”

## Welcome

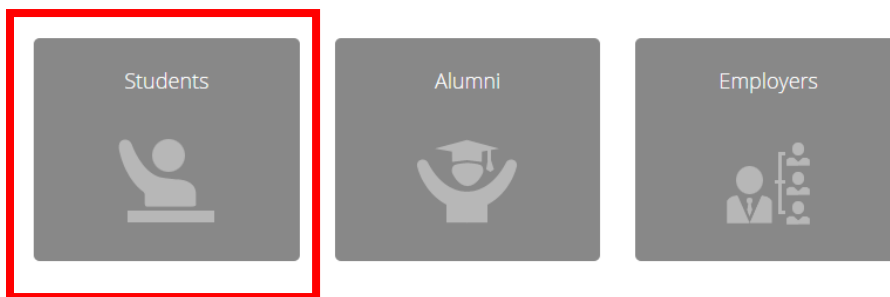
LOS MEDANOS  
COLLEGE

Welcome to the CCN Services for Los Medanos College

These services are available to students, alumni and employers.

Approved employers may post jobs and search résumés.

Available services, help guides and announcements of interest can be accessed through the icons below. All services are available 24 hours a day, seven days a week.



2. If you already have an account, sign in using your student ID as your username and password you created. If not, click “Create Account”. You will receive an email confirmation when your account is active.

Los Medanos College  
🏠 Employment Center 📞 (925) 473-7515 ✉ Email

Student Services  
Announcements **2** Events & Programs **0**

You must register with CCN to use our services.  
If you have already registered, or if you have been pre-registered by your school, sign in to begin using our services.

User ID  
Password  
Sign in  
Forgot your User ID or Password?  
Not registered? Sign up!  
Create Account

## Student Services



Please complete the following form.

**IMPORTANT:** Your school requires that you use the following specific value for your User ID:  
7-digit Student ID Number

*Remember your User ID and Password!*

You will need them to log in to update your registration information, upload your résumé, and search the job listings. New postings will be appearing every day, so you won't want to miss opportunities.

Enter a User ID:

Create a Password:

Re-enter your Password:

Continue

- Once you've received an email stating your account is active, you may begin searching for jobs. Remember, when you log in, your username is your 7 digit student ID number. Click " Search - my School's jobs"

- 🕒 Dashboard
- 🏢 Search - My School's Jobs
- 📄 Search - Jobs Central®
- 👤 Search - Intern Central®
- 📄 My Résumés
- 👜 My Career Portfolio
- 📅 Events & Programs
- 📣 Announcements
- 🎓 Experiential Learning
- 🎧 Career Podcasts

### 🏢 Search Postings to My School

Search for jobs and other opportunities posted exclusively to Los Medanos College.

### 🇺🇸 Search over 500,000 Jobs

Search and apply for jobs on CCN's Jobs Central® national job board.

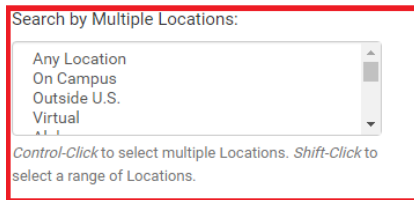
### 👤 Search up to 25,000 Internships

Launch your career with CCN's Intern Central® national internship board.

Los Medanos College, Student Services Center, 4<sup>th</sup> floor, 925-473-7444

Transfer & Career weekly email: events, key info, university rep visits, tours, and jobs/internships. Everything you need in one place!!!! Sign up here: <http://www.losmedanos.edu/transfer/about.asp>

4. If you have a "Job ID", you can search specifically for this job.
  - a. **On-Campus Jobs:** scroll to the bottom and click "On Campus" in the "Search by Multiple Locations". Tip: Less is more, keep your search options open for more results.
  - b. **Off-Campus:** search by "California" in the "Search by Multiple Locations" box. Choose the "Job Type" that you are looking to pursue, i.e: Internship or Part-Time. Tip: Less is more, keep your search options open for more results.
    - i. Want to find more jobs? Go back to step 3 and select "Search- Jobs Central" and/or "Search – Intern Central" for expanded listings throughout the Bay Area, State, and Nation.



**Job Types**

- |                                     |  |   |
|-------------------------------------|--|---|
| <input type="checkbox"/> Full Time  | <input type="checkbox"/> Seasonal          | <input type="checkbox"/> Student Employment |
| <input type="checkbox"/> Internship | <input type="checkbox"/> Student Assistant | <input type="checkbox"/> Work Study         |
| <input type="checkbox"/> Part Time  |  |   |

5. Once you search, jobs currently available will appear. Please note, on-campus jobs are most available right as a new semester starts. If you are looking in the middle of the semester, there may not be any jobs currently available. However, log-in and look frequently as new opportunities can be posted each day.

 School Job Search Results

Jobs are sorted by Deadline Date.

Jobs 1 to 5 of

**Customer Service Clerk**

Company: LMC Bookstore	Job Type: Part Time, Seasonal, Student Assistant, Student Employment, Work Study	Job ID: 4619589  School ID:	Deadline: 07/28/2016
Location: On Campus (Pittsburg)			

Assist customers in locating stock to purchase, operate cash register (when assigned), and price merchandise for resale. Assist in receiving duties which may include lifting heavy (50lbs) boxes. Occasional vacuuming, dusting, sweeping and other clean... [More](#)

**Instructional Aide - DSPS**

Company: Los Medanos College, DSP&S	Job Type: Student Assistant, Student Employment, Work Study	Job ID: 4589589  School ID:	Deadline: 08/05/2016
Location: On Campus (Pittsburg)			

Will attend class with DSPS student to help assist them in clarifying and understanding social cues, group work and any classroom direction or instruction given out by teacher. Basic English or Math skills required. Experience or desire to work with ... [More](#)

Los Medanos College, Student Services Center, 4<sup>th</sup> floor, 925-473-7444

Transfer & Career weekly email: events, key info, university rep visits, tours, and jobs/internships. Everything you need in one place!!!! Sign up here: <http://www.losmedanos.edu/transfer/about.asp>

6. You can click on each posting individually to find out more details about the job and how to apply. Please pay special attention to “Contact Information” at the bottom of the page for directions on how to apply.

Contact Information ^

Contact

Name: Bookstore  
Address: Los Medanos College  
2700 East Leland Road  
Pittsburg, CA 94565  
Phone: 925-439-8540  
Fax: 925-439-5229  
Application: An application must be completed and submitted online.  
Instructions: COPY AND PASTE LINK TO APPLY:  
<https://form.jotform.com/51947775591976>

PLEASE NOTE: You must provide your work hours availability before school starts as well as AFTER the semester begins.

If you are interested in this opportunity, **PRINT** a copy of the posting for your records.

7. Need a resume or cover letter to apply for a job? Transfer and Career Services has guidelines and templates to help you! Go here for more information: <http://bit.ly/29P1I56>
8. If you would like your resume reviewed, contact the Transfer and Career Services Front Desk, 925-473-7444 to schedule an appointment with a Career Services Coordinator.