DUSTY WORKS! POWERED BY TAMIU

Student Guide: How to Apply for On-Campus Jobs

This guide will help you navigate through our online job system when searching for on-campus employment (work-study and student employee positions) at Texas A&M International University.

Registering / Logging In

***Dusty Works!* Web Address:** https://www.myinterface.com/tamiu/student

Log Into *Dusty Works!*:

- All current TAMIU students of the university have been provided an account in the Dusty Works! system. To log in, simply type your **BannerID** (*ex. A00011111*) as your username and your birthday in the **MM/DD/YYYY** format as your password. Then click Login.

- If **you forgot your password** or **your default password created for you is not working**, click the "*Forgot your password?*" link on the Login Page to have it reset and emailed to your TAMIU or Primary E-mail address.

Register with *Dusty Works!*:

- If you do not have an account in the system, click the "*ALUMNI or New Students: Click here to create an account!*" link. Fill out your profile with the required fields and click the **Register** button. Review the *Student Employment Program Agreement* and *Office of Career Services Agreement*, and click the **Submit Profile** button.

- **NOTE:** If you receive a message that **your username is not unique**, you already have an account in the system and do not need to create a new profile. Please contact Career Services to help reset your password.

> Contact Career Services to activate your profile. You will receive an email after your registration has been approved. In the meantime, you will only be able to view jobs (and not apply to jobs).
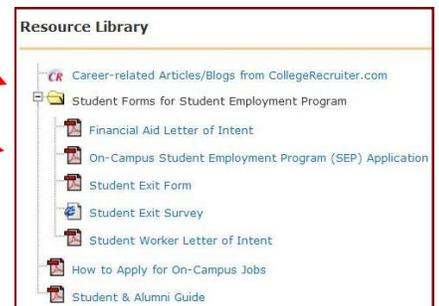

SEP Employment Application

Important: This section will require the use of *Adobe Acrobat Professional*.

Please stop by the Office of Career Services

(SC 114)

to complete this section.

After you have logged in, you will be on the Home Page.

1. Click on "Resource Library" from the left column.

2. **Resource Library** — You will find the "Student & Alumni Guide" and forms for the Student Employment Program.

3. Open the **Student Forms for Student Employment Program** folder by clicking the + sign.

4. Click the **On-Campus SEP Employment Application** link.

5. A pop-up to download **Adobe Acrobat Professional** on the bottom of the screen will appear. Click "Open"

5. Once the SEP Application has opened, fill out all of the applicable sections.

Please fill Out each information section with as much detail as possible.

*Note: Acrobat Professional may be found at the Office of Career Services, in Rm. 114 of the Student Center.*

6. Complete the application with your information.

    *Note: Please leave the "Job Number" field **blank** on the application. Doing this will allow you to use the same application for applying to multiple on-campus jobs.*
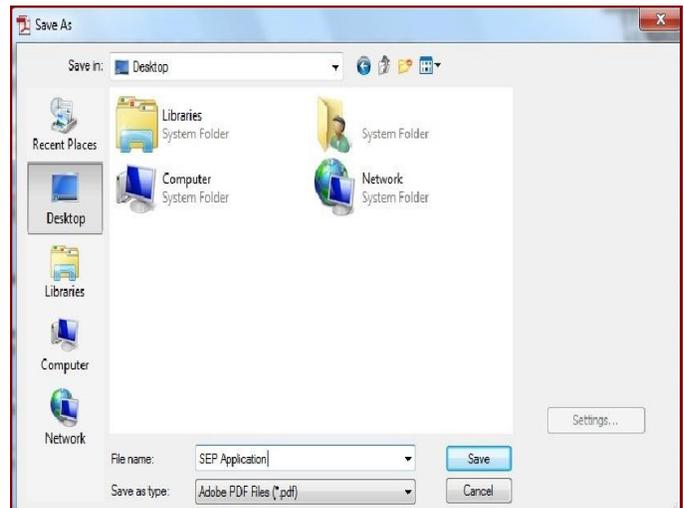
Note:
If you need your SEP Application PDF document for the future, you may also save onto a flash drive.

To do so, click File > Save As > PDF … and save to your flash drive.)

7. To save, click **File > Save As >PDF**.
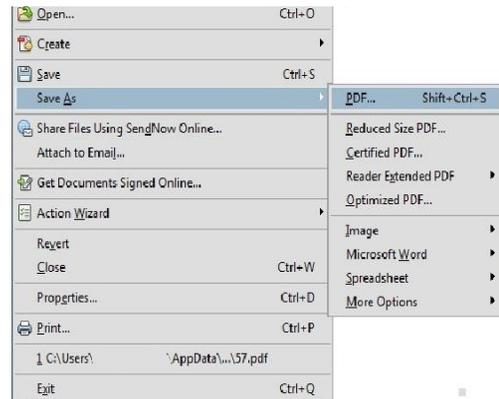
8. Save the **SEP Application PDF** on the **desktop** and **label the file SEP Application**.

11. Return to the Dusty Works! system, go to **My Account** and select **My Documents**.

Important:
If your account _has not_ been approved by the Office of Career Services, access to viewing and applying for jobs will be prohibited.
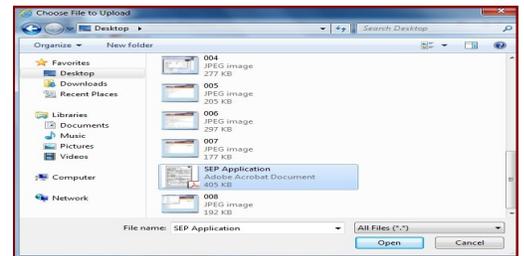
Once you account _is_ approved, access will be granted and you may continue with the application process.

12. Find the SEP Application/Résumé Heading, Select **[Add]**.

13. On the Upload Document page, do the following:

   a. Name your document (**SEP Application**).

   b. Click **Browse** to locate your file, and click **Open** to confirm your selection.

   c. Once the file location is selected, click **Upload** to submit your application.

Should you decide to update your application, you may work off of a previous SEP application under **My Account > My Documents**, following these steps:

1. Find the document you would like to edit. Select **View**, and save the PDF to your desktop or better location on your computer.

2. Open the PDF in **Adobe Acrobat Professional** and edit the document. (i.e. update Date, Date Available for Employment, etc.)

IMPORTANT:
This section will require the use of _Adobe Acrobat Professional_.

3. Save the new copy.

4. Back in the Dusty Works system, go to **My Account** and select **My Documents**.

5. Select **[Update]** in the SEP Application/Résumés category.

Please stop by the Office of Career Services (SC 114) to complete this section.

6. On the Upload Document page, do the following:

7. Name your document (**SEP Application**).

8. Click **Browse** to locate your file, and click **Open** to confirm your selection.

9. Once the file location is selected, click **Upload** to submit your application.

Search for On-Campus Jobs

STEP ONE: Find the **Job Search** menu.
See the drop down menu.
Click **On-Campus Employment**.

Job Search ▼
Off-Campus Employment
On-Campus Employment
JobSearch

STEP TWO: Search with no criteria selected to view **all** available on-campus jobs (or enter criteria to narrow your job search).

Keyword: | Position Type:
Save Search | Email me New Jobs for this Search
Job Results
Viewing records 1 - 5 of 5 Prev | 1 | Next   Sort By: Job ID   Ascending | Expand All
4437 / Temp Undergraduate Research Assistant (...   View Your Activity
TAMIU - COAS Dept. of Biology and Chemistry
Position Type: Expiration Date: Applicant Type:
On-campus Employment   6/22/2012   Student Employee   Expand
4439 / Student Research Assistant   View Your Activity
TAMIU - COAS Dept. of Biology and Chemistry
Position Type: Expiration Date: Applicant Type:

Don't' want to log in every day for job searches?

Create a Job Agent!

On the Job Search Results page, if you click the [Create Job Agent] link, you can create a Job Agent which will email/text you new jobs every night!

STEP THREE: Click on the Job ID to read details about each job posting and how to apply.

There are 2 types of job postings on our site; those for which you are qualified and those for which you are not qualified.

Not Qualified? You will see a message and the reasons why you are not qualified to apply for that job posting. This may be because you have not updated your profile lately (i.e. your GPA, Major).
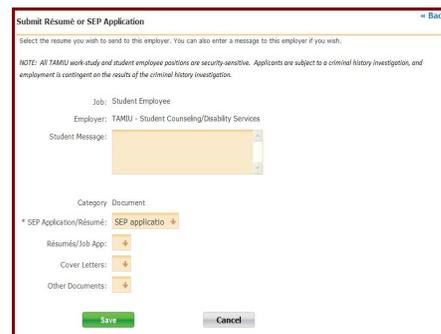
Qualified? Then if the employer is allowing you to submit your résumé through our system, there will be a **SUBMIT RESUME** or **SEP** button at the top of the job posting. If they aren't, then read the APPLICATION INSTRUCTIONS field to see how to apply directly to this employer.

STEP FOUR: Once you decide to apply for a job posting, click on **Submit Resume or SEP**.

STEP FIVE: Choose the document (s) you want to attach, and select **Save**.

Add To Favorites | Submit Résumé or SEP Application | Email to Friend

STEP SIX: You *may* write a message to the department you are applying to (this can serve as your cover letter) and select **Save**.

Submit Résumé or SEP Application   « Back
Select the resume you wish to send to this employer. You can also enter a message to this employer if you wish.
NOTE: All TAMIU work-study and student employee positions are security-sensitive. Applicants are subject to a criminal history investigation, and employment is contingent on the results of the criminal history investigation.
Job: Student Employee
Employer: TAMIU - Student Counseling/Disability Services
Student Message:
Category Document
* SEP Application/Résumé: SEP applicatio
Résumés/Job App:
Cover Letters:
Other Documents:
Save   Cancel

My Account

You may view the status of the position or any employer messages in **My Account > My Activity**.
(See the following **My Account** section.)

There are 4 submenus:

1. **My Profile -** Here you can update your personal information (password, phone #, majors, etc). *NOTE: Don't forget to answer the question "Allow Employer Viewing." This field determines whether employers can pull up your pro-file and résumé. Choose "Yes", if you want them to be able to do this. Make sure that you enter your TAMIU email account. If you don't have one, log on to https://dusty.tamiu.edu/.*

2. **My Documents -** Here you can upload **PDF, Microsoft Word, or RTF** documents into the following categories: *Student Employment Applications, Resume/Cover Letters, and Other Documents*. You can upload 10 documents into each category. When you apply to jobs and Interview Schedules, you will be able to select one document from each of these 3 categories.   *NOTES: When uploading more than one résumé , be sure to mark the most general résumé as the default. Also, don't forget to click VIEW next to each document, so that you can see the version of the document that Employers can see.*

3. **My Connections -** Here you can register with partner sites (LinkedIn, Facebook, Interships.com and CareerRook-ie.com) and access these valuable resources through Dusty Works!

4. **My Activity -** There are 5 types of activity that you can view.
(*Referrals, Placements, Event Registrations, Job Agents, Event Agents*)

   Referrals– a referral is recorded each time your resume is sent to an employer or an employer views your resume directly.

   Placements- a placement is recorded each time you are placed in a job.

   Event Registrations / Agents- an event rsvp is recorded for an event only if you specifically submitted an rsvp.
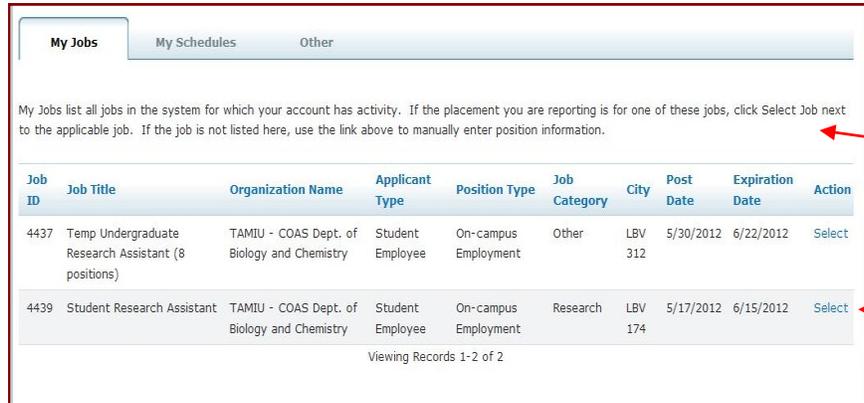
Should I report a hire?

Yes! You should *always* report **when you get hired**. Each reported hire helps in our office's endeavor to maintain accurate placement statistics. These statistics allow us to better serve you!

Report if you were hired for a Student Employment Position as well as off-campus employment.

### How do I report a hire (Placement)?

STEP ONE: To report a hire, click on the "**Report a Hire**" link located in the Quick Links on your Home Page. This will step you through the process.

STEP TWO: Search for your position. Then click the corresponding "Select Job" link next to the job's title.

		My Jobs	My Schedules	Other					

My Jobs list all jobs in the system for which your account has activity. If the placement you are reporting is for one of these jobs, click Select Job next to the applicable job. If the job is not listed here, use the link above to manually enter position information.

Job ID	Job Title	Organization Name	Applicant Type	Position Type	Job Category	City	Post Date	Expiration Date	Action
4437	Temp Undergraduate Research Assistant (8 positions)	TAMIU - COAS Dept. of Biology and Chemistry	Student Employee	On-campus Employment	Other	LBV 312	5/30/2012	6/22/2012	Select
4439	Student Research Assistant	TAMIU - COAS Dept. of Biology and Chemistry	Student Employee	On-campus Employment	Research	LBV 174	5/17/2012	6/15/2012	Select

Viewing Records 1-2 of 2
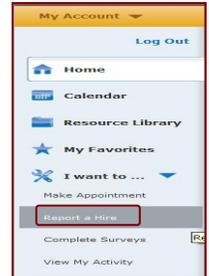
Part I:
If you cannot find your position, click the "click here" link.

Part II:
Click "Select Job" next to the position you were hired for.

STEP THREE: Fill out the Placement form (fields with an (*****) next to them are required). Click "**Finish**" when you are done.

Contact Us!

Office of Career Services
Student Center, Room 114
5201 University Blvd.
Laredo, TX 78041
Phone: 956.326.HIRE (4473)
Fax: 956.326.2259
Email: careerservices@tamiu.edu
Main Website: http://www.tamiu.edu/career/

Dusty Works! Online Job System: https://www.myinterfase.com/tamiu/student/

Office of Financial Aid
Student Employment Program
University Success Center, Room 214
5201 University Blvd.
Laredo, TX 78041
Phone: 956.326.2165
Fax: 956.326.2224
Email: financialaid@tamiu.edu
Main Website: http://www.tamiu.edu/affairs/financial/

TAMIU– Office of Career Services

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Career Services provides a spectrum of services to assist students and alumni explore career options and obtain Information in order to make well-informed decisions regarding majors, job preparation and job location. Professional staff members work with students and alumni to plan their careers and locate work-related opportunities through several programs.

CAREER EXPLORATION AND PLANNING

Career decision-making is a continuous process that involves active learning about self, education, and career possibilities. There are two ways to go about making a career decision: a.) select a major based on interest, and gradually develop a career goal along the way, or b.) establish a career goal first, and then select a major that will provide the best preparation for that goal. Either way, it is important to understand the relationship between your academic goals and your career goals. Career Services offers the following services to assist students and alumni in this quest:

- **Career Counseling**: Confidential career counseling is provided on an individual basis for more in-depth career exploration. Questionnaires are often used to assist in identifying interests, abilities, beliefs and values – essential in choosing a satisfying major or career. These assessments may include the Myers Briggs Type Indicator (MBTI) personality inventory, the Strong Interest Inventory, or the Career Beliefs Inventory.

- **Graduate and Professional School Fairs**: Held on a yearly basis, the fair is a prime occasion for students to gather essential information about current graduate and professional school opportunities. Fair participants are afforded a rare chance to speak directly with representatives of graduate schools in order to learn about various programs of study such as medicine, dentistry, chiropractic, law, nursing, business and many others.

- **Career Resources**: Career exploration materials housed in the Career Resource Center include books, magazines, brochures, and videos. Many feature information about occupational characteristics, duties, salaries, and work conditions. Free magazines and handouts focusing on the job preparation process are also available.

JOB SEARCH SERVICES

Career Services coordinates job preparation and job search programs that are intended to connect students and alumni with employers.

- **Job Vacancy Notices**: Current job openings are advertised via Dusty Works!, the online job database, and are categorized by on-campus, part-time, full-time, and internship opportunities.

- **Job Fairs**: The *Career Expo*, held every spring, provides an opportunity to interact with prospective employers. The *Graduate and Professional School Fair* facilitates contact between graduate and professional schools. *Best Teaching Practices* (Teacher Fair) brings students and school district representatives together for networking and employment opportunities.

- **On-Campus Recruitment**: Allows qualified students an opportunity to interview with companies, agencies, and school districts that periodically, recruit on campus throughout the year. Students and alumni may access company information, interview dates, and sign up for on-campus interviews online through Dusty Works.

- **Résumé Referral Service**: Students and alumni can upload their résumé online through Dusty Works! With the free résumé referral service, students' résumés are sent directly to employers with immediate hiring needs.

- **Résumé Reviews and Practice Interviews**: Professional staff provides objective feedback and helpful suggestions to assist students and alumni in composing a high-quality résumé and improve their interviewing skills.

- **Workshops**: Throughout the semester, these group sessions aid students in learning the skills of writing cover letters and résumés, and preparation for an interview. Special topics and other career-related issues are presented regularly to student groups, classes, or upon special request.

- **Special Programs**: Activities include employers making presentations to classes with topics ranging from careers and internship opportunities, to interviewing techniques and business etiquette.

All Texas A&M International students and alumni, regardless of graduation date, are encouraged to access and utilize the services and programs offered by the **TAMIU Office of Career Services.**
All services are funded in part by *Student Service fees*.