

# STUDENT EMPLOYMENT MANAGEMENT SYSTEMS For Students

## WELCOME

This segment of the system allows *Students* to apply for jobs and interact with hiring departments.

Please visit the Student Employment Office's website, [http://www.valdosta.edu/finadmin/human\\_resources/studemp/](http://www.valdosta.edu/finadmin/human_resources/studemp/), and proceed to "Student Information."

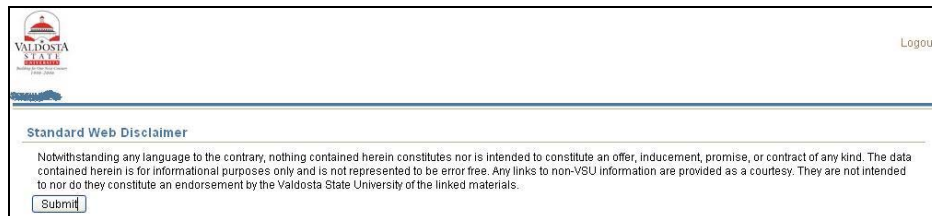
## LOGIN

1. Enter your Blazenet username and password.
2. Click *Login*.



A screenshot of a login form. It features two input fields: "User Name" and "Password". To the right of the "Password" field is a "Login" button. The form is enclosed in a rectangular border.

3. Click *Submit* to acknowledge the Standard Web Disclaimer.



A screenshot of a "Standard Web Disclaimer" form. The form includes the Valdosta State University logo in the top left corner and a "Logout" link in the top right corner. The main text of the disclaimer reads: "Notwithstanding any language to the contrary, nothing contained herein constitutes nor is intended to constitute an offer, inducement, promise, or contract of any kind. The data contained herein is for informational purposes only and is not represented to be error free. Any links to non-VSU information are provided as a courtesy. They are not intended to nor do they constitute an endorsement by the Valdosta State University of the linked materials." At the bottom of the form is a "Submit" button.



# STUDENT EMPLOYMENT MANAGEMENT SYSTEMS

## For Students

### SELECT JOB(S)

**NOTE:** Jobs listing may be filtered by department and major using the dropdown boxes in the top left corner of the page. The listing may also be sorted by clicking on the column headers.

1. Select jobs by clicking the corresponding *checkbox*.

**NOTE:** You may apply for as many jobs as appear on the current screen.

2. Click *Apply*.

Logout

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**Student Employment Services**

Welcome to our new Online Application Center!

You may use the controls below to filter which department you would like to work for or for jobs that prefer a certain major. You may also click on the column headers to sort the jobs. When you find a job or jobs that you would like to apply for, click the appropriate checkbox or checkboxes and then click on the "Apply" button. If you are currently taking at least 6 credit hours in the current term and you have a GPA of 2 or more, you will be redirected to the application form where you can give us some more information about yourself and even upload a resume.

From the time you click the "Apply" button, you will have approximately 30 minutes to fill out the application before your authentication expires. If you click the button on the application and are required to sign in again, your application will be lost and you will have to begin again.

As a unit of the University System of Georgia, Valdosta State University is required by the Board of Regents to disqualify certain applicants from employment:

- Those having been convicted of a criminal drug offense shall be disqualified for a period of not less than two years from date of conviction.
- Multiple criminal drug offenses shall disqualify a candidate for not less than five years from date of most recent conviction.
- Those convicted of a felony or a crime involving moral turpitude are disqualified unless a pardon has been granted.

All Departments ▾
All Majors ▾

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**Display Jobs**

APPLY	TITLE	DESCRIPTION	SKILLS	POSITIONS	SCHEDULE	HOURLY RATE	DEPT	PREF MAJOR	POSTED ▲	EXPIRES
<input type="checkbox"/>	Administrative Assistant	Collect data from various campus offices and creating spreadsheets. Collect and type data into spreadsheets without errors. Answer phone(s) and route to appropriate individual(s). Greet and assist inquiries from students, faculty, and staff. Receive and process mail. Perform general office duties.	Telephone Operation, Customer Service, Basic Computer Skills	1	Monday 10am-2pm, Tuesday 10am-2pm, Wednesday 10am-2pm, Thursday 10am-2pm, Friday 10am-2pm	5.85	Biological	-	22-AUG-07	05-SEP-07
<input type="checkbox"/>	Conference Assistant	Check-in and out summer conference participants. Inventory condition of rooms and assess damages. Report maintenance issues. Work front desk. Provide assistance in the case of emergency (be on-duty). Temporary help for Gulf South Temps Conference, Sept 12-15.	Communication Skills, Customer Service	4	Monday 7am-12pm, Tuesday 7am-12pm	6.85	Biological	-	23-AUG-07	06-SEP-07

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**Jobs Already Applied For**

no data found



# STUDENT EMPLOYMENT MANAGEMENT SYSTEMS

## For Students

### COMPLETE APPLICATION

**NOTE:** You will have 30 minutes to complete your application before the system times-out, and your application is lost.

**NOTE:** Your name, address, phone number, email, major, and class are extracted from the Banner Student Information System. If there are any errors in this information, you should contact the Registrar's Office or your Advisor.

**NOTE:** You may upload resume.

1. Indicate whether or not you have worked *on campus* before.
2. Provide *Start Date*.
3. Indicate whether or not you have work *off campus* before.
4. Select *Hours Available to Work*.

**NOTE:** You will not be allowed to select specific hours due to your current course schedule.

5. In *Note of Explanation*, provide additional information about required skills, such as certifications.
6. Read the *Authorizations and Disclaimers* section.
7. Click *Apply*.

Employers will be able to view your application instantly. If they are interested in you as a potential employee, they will contact you directly for further information.

### EXIT

1. Click *Logout*.

# STUDENT EMPLOYMENT MANAGEMENT SYSTEMS

## For Students



Logout

Job Search > Job Application

### Name / Address

Student ID: [REDACTED]  
Name: [REDACTED]  
Address: [REDACTED]  
Phone: [REDACTED]  
Email: [REDACTED]

### Class Information

Date: 27-AUG-2007  
Term: Fall 2007  
Major: [REDACTED]  
Class: [REDACTED]  
Resume:

### VSU Employment

Are you currently working for VSU?  
 Yes  
 No

Have you worked for VSU before?  
 Yes  
 No

Are you eligible for employment in the United States?  
 Yes  
 No

What date would you be available to start?

### Non-VSU Employment

Employer 1:   
Job Title:   
From:  To:

Employer 2:   
Job Title:   
From:  To:

### Hours Available To Work

Mon	Tue	Wed	Thu	Fri	Sat	Sun	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12am to 1am
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1am to 2am
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2am to 3am
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3am to 4am
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4am to 5am
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5am to 6am
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6am to 7am
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7am to 8am
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8am to 9am
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9am to 10am
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10am to 11am
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11am to 12pm
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12pm to 1pm
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1pm to 2pm
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2pm to 3pm
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3pm to 4pm
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4pm to 5pm
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5pm to 6pm
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6pm to 7pm
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7pm to 8pm
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8pm to 9pm
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9pm to 10pm
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10pm to 11pm
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11pm to 12am
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### General Employment

Have you ever been discharged from employment because your work or conduct was not satisfactory?  
 Yes  
 No

Have you ever resigned after official notification that your work or conduct was not satisfactory?  
 Yes  
 No

Have you ever been convicted of any criminal drug offense?  
 Yes  
 No

Have you ever been convicted of a felony?  
 Yes  
 No

Check the skills that you have  
 Telephone Operation  
 Communication Skills  
 Customer Service  
 Basic Computer Skills  
 Microsoft Office

Note Of Explanation

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See your class schedule [here!](#)

### Authorization / Disclaimer

#### Affirmative Action / Equal Opportunity Employer

Valdosta State University is an Equal Opportunity Educational Institution. It is not the intent of the Institution to discriminate against any applicant for employment by the Institution based on the sex, race, religion, color, national origin, disability, sexual orientation, or veteran status, of the individual. It is the intent of the Institution to comply with the Title VI of the Civil Rights Act of 1964 and subsequent executive orders as well as Title IX and Section 504 of the Rehabilitation Act of 1973.

#### Background Check

I hereby authorize Valdosta State University (VSU) to inquire as to my former record with any of my former employers listed on this application with no liability arising therefrom. I understand this form does not indicate availability of positions and does not obligate VSU in any respect.

#### Just Cause

I understand any omission or misrepresentation of fact is just cause for separation from the university if I am employed. I further understand that this application will be retained on an active status for one academic year for student employment positions.

By clicking the 'Apply' button, I acknowledge that I have read these statements and agree to abide by the terms of this application.