

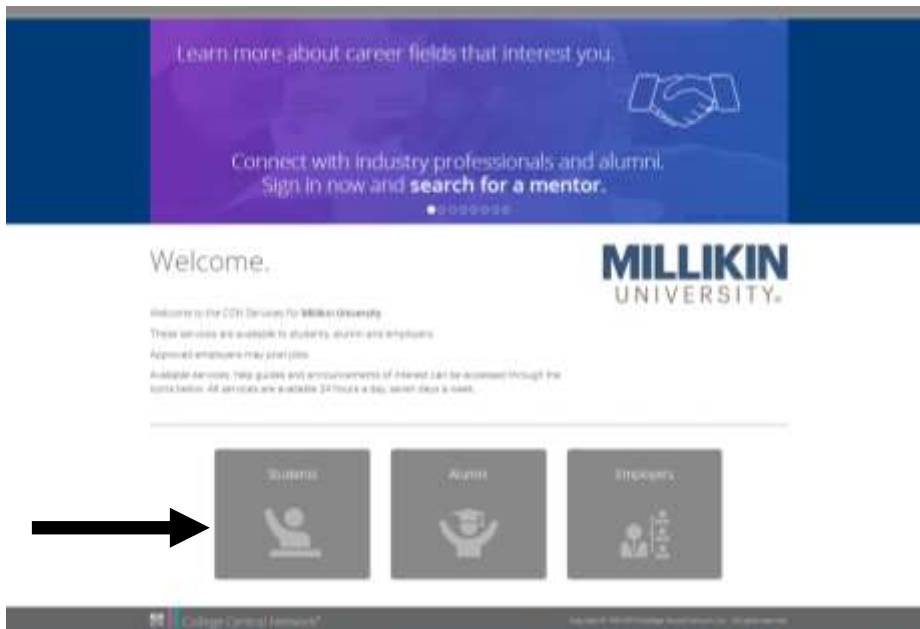
# How To Register & How to Apply on Big Blue Jobs (College Central Network)

1. Click the College Central Network icon (Top left on Career Center homepage or go to <http://www.collegecentral.com/millikin/> )

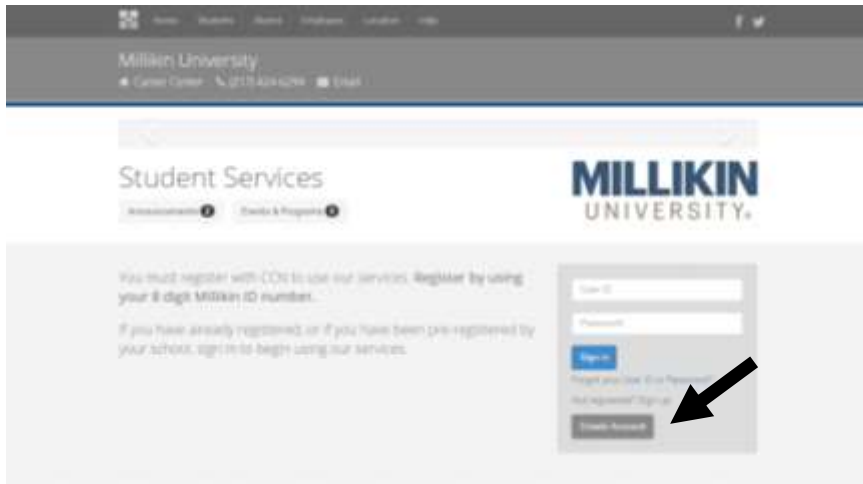


Click above for **BigBlueJobs** - your site for listings of work study, part-time, and full time jobs, internships & volunteer opportunities. For current students, Access ID is your 8-digit MU ID, Alumni can create their own Access ID (Contact the Career Center with questions)

2. If you are a student, click “Students” if you are an alum click “Alumni”



### 3. Click “Create Account”



### 4. Use ALL 8 digits of your Millikin ID number (found on your Millikin ID), for your “Access ID” and then create a password.

**Welcome!**

Please complete the following form. The information that you provide will not be shared with anyone except the Career Center at your school. It is used to verify that you are a student of the school and eligible to post a résumé or search job postings.

Your school requires that you use a specific value for your Access ID: **Student ID Number (add leading 0s if necessary).**

**Create an Access ID:**

**Create a Password:**  
 (up to **10** characters using letters, numbers or the underscore character)

**Re-enter your Password:**

**Remember your Access 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.

[Continue Registration](#)

[Go Back](#)

## 5. Fill out all of the required fields requested

### Registration Information

**Name and Contact Information**  
Please enter your name, address(es), and other contact information below. All fields marked with an \* are required.

First Name\*   
Middle Name   
Last Name\*   
Email\*   
Current Address\*   
City\*   
State\*   
Zip Code\*   
Country\*   
Telephone\*   
Fax   
Permanent Address   
City   
State   
Zip Code   
Country   
Telephone   
Fax

**Preferences and Qualifications**  
The information in this section is used to determine how well you match up with available job opportunities. Please be as complete and as accurate as possible. All fields marked with an \* are required.

Job Location\*   
On Campus  
Outside U.S.  
Alabama  
Cmd-Click to select multiple locations.  
Shift-Click to select a range of locations.

Job Interest\* (Choose all that apply)  
 Freelance  Full Time  Internship  
 Part Time  Service Learning  Student Employment  
 Volunteer  Work Study

Work Status\*

Ethnicity Note: This information is optional and will be used only by your school for reporting purposes. Job seekers currently not enrolled in school are not required to enter information regarding their ethnicity.  
Degree\*   
Major\* Note: If your exact Major does not appear above, please select the one that is the most similar.   
Minor/Second Major Note: If your exact Minor/Second Major does not appear above, please select the one that is the most similar.   
Graduation Date\* Note: Graduation Date is required unless you are not pursuing a Degree.   
GPA  / 4.00  
Job Targets   
Special Skills & Certifications   
[I need help](#)

**Email Authorization**  
**CCN Email Notices**  
College Central Network will, from time to time, be able to send you email notices about job opportunities that match your interests and qualifications using the information you provide in the Preferences and Qualifications section above. These notices will come directly to you from College Central Network and not from other parties. Please select one of the following:  
 I would like to receive this information.  
 I do not want to receive this information.

**School Email Notices**  
 I do not wish to receive bulk emails from the Career Center.

**Terms of Service Agreement\***  
 I have read the [Terms of Service Agreement](#) specified to utilize College Central Network's services together with its [Privacy Policy](#), and I agree to join College Central Network.

**Check everything that you have entered for spelling and accuracy.** College Central Network is not responsible for factual, grammar or spelling errors. Everything that you put on your registration will appear exactly as you entered it.  
(Microsmall)

[My Home Page](#)

**You are now registered with Big Blue Jobs! Next is how to apply for jobs...**

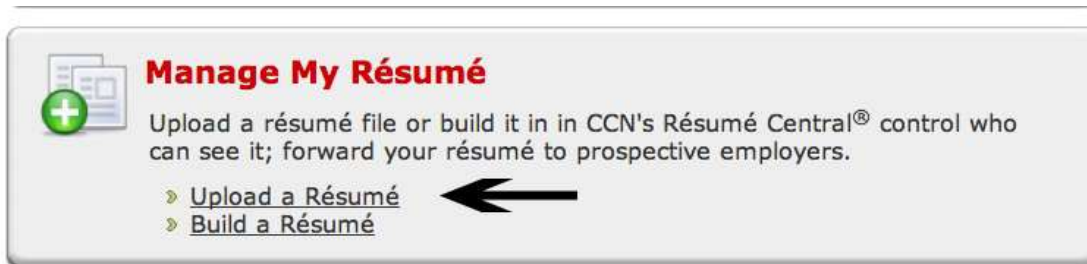
# How to apply for a work-study job:

1) Download and fill out the application on the College Central Network home page



2) Save the application onto your computer. Make sure that you name the document in a format that includes your first name +last name + application. For example: "JohnDoeApplication"

3) Upload the filled out application or "resume" to your College Central Network page



4) Upload and name the application that is saved on your computer

The image shows a form with two main sections. The first section is labeled "Résumé Name" and has a text input field containing "MillikinStudentApplication". The second section is labeled "Résumé File" and contains a "Choose File" button and the text "Application.DOC". Below these sections is a button labeled "Upload Your Résumé".

5) Return to your home screen

## 6) Click "Search for Jobs/Opportunities posted to my school"



### Search for Opportunities Posted to My School

Search for jobs and other opportunities posted exclusively to your school; view your job search history; report offers and hires.

- [Search for Jobs/Opportunities Posted to My School](#)
- [View My Job Search History](#)
- [Report Offers/Hires](#)



## 7) Leave all fields empty to increase number of job postings shown

Job ID	<input type="text"/>	
<b>Please Note:</b> If you enter a Job ID, all other search criteria will be ignored.		
Company Name (contains)	<input type="text"/>	
Job Title (contains)	<input type="text"/>	
Date Posted	All Dates	
School Job ID	<input type="text"/>	
Degree	<input type="text" value="Any Degree"/> None Required Associates Bachelors	<b>Cmd-Click</b> to select multiple Degrees. <b>Shift-Click</b> to select a range of Degrees.
Major	<input type="text" value="Any Major"/> Accounting Applied Mathematics Art Education (K-12)	<b>Cmd-Click</b> to select multiple Majors. <b>Shift-Click</b> to select a range of Majors. You may select up to 5 different Majors.
Job Targets	<input type="text" value="Any Job Target"/> Accounting Administration Advertising	<b>Cmd-Click</b> to select multiple Job Targets. <b>Shift-Click</b> to select a range of Job Targets. You may select up to 5 Job Targets.
Job Location	<input type="text" value="Any Location"/> On Campus Outside U.S. Alabama	<b>Cmd-Click</b> to select multiple locations. <b>Shift-Click</b> to select a range of locations.
Job Types	<input type="checkbox"/> Freelance <input type="checkbox"/> Full Time <input type="checkbox"/> Internship <input type="checkbox"/> Part Time <input type="checkbox"/> Service Learning <input type="checkbox"/> Student Employment <input type="checkbox"/> Volunteer <input type="checkbox"/> Work Study	
Special Skills & Certifications	<input type="text"/>	

Listing of job postings on this site should not be deemed as a warranty by Millikin University of an employer's fitness or credentials. Accordingly, Millikin University expressly disclaims any liability in connection with any contact which results from any applicant's response to any job posted on this site. All concerns and issues should be brought to our attention via an email to the Career Center email address listed at the top of this page.

For your privacy and protection when applying to a job online, never give your social security number to a prospective employer, provide credit card or bank account information, or perform any sort of monetary transaction.

## 8) Click the Job ID of the job posting you are interested in

<a href="#">2623810</a>	On Campus (Decatur)	Internship	06/07/2012	
<b>Career Specialist</b> Career Center				
Job ID	School ID	Location	Job Type	Deadline
<a href="#">2628356</a>		On Campus (Decatur)	Work Study	06/10/2012

## 9) Read the job description and information posted

### Job Detail Information

Job Information	
<b>Job ID</b>	2628356
<b>Job Title</b>	Career Specialist
<b>Job Description</b>	<p>Must be work study eligible. We currently have students from the Colleges of Fine Arts, Pre-Professional and Arts and Sciences and would prefer a Tabor School of Business major. Take advantage of the career resources the center has to offer and learn how you can help other students to do the same. You'll learn everything you need to know to be prepared for professional success upon graduation.</p> <p>Duties include answering telephones and scheduling appointments for professional staff, providing exceptional customer service, assisting professional staff with special projects, promotions, etc., and possibly learning to critique resumes. Assist with marketing the Career Center and the Career Center events. Must be available to work during 11 a.m. to 1 p.m. (can be flexible with these hours) at least two days a week.</p>
<b>Salary</b>	7.25
<b>Type of Job</b>	Work Study
<b>Job Location</b>	On Campus (Decatur)
<b>Posting Date</b>	05/11/2012
<b>Expiration Date</b>	06/10/2012
Job Requirements	
<b>Degrees Wanted</b>	None Required
<b>Majors Wanted</b>	Any Major
<b>Job Targets Wanted</b>	Any Job Target
<b>Special Skills Wanted</b>	
<b>Minimum GPA</b>	2.75
<b>Other Job Requirements</b>	
Company Information	
<b>Company Name</b>	Career Center
<b>Employer Web Site</b>	<a href="http://www.millikin.edu/career">http://www.millikin.edu/career</a>
<b>Company Description</b>	Millikin University's Career Center provides assistance to students and alumni with career counseling and advising, career assessments, internships, online career tools, on-campus interviews, resume writing assistance, workshops and special presentations and the career fairs.
<b>Equal Opportunity Employer</b>	Yes
Contact Information	
<b>Contact</b>	Name: Sandy Wilcox Address: 1184 W. Main Street Shilling 103 Decatur, IL 62526 Phone: 217-424-6294 Email: <a href="mailto:swilcox@millikin.edu">swilcox@millikin.edu</a>

**10) Click Submit to Posting to apply to this job**

**You may submit your Résumé with a Cover Letter.**  
Click the button below to apply for this opportunity.

[Submit to Posting](#)

**11) Write your cover letter in the box provided**

**Cover Letter:**

May 31, 2012

Sandy Wilcox  
1184 W. Main Street  
Shilling 103  
Decatur, IL 62526  
217-424-6294  
swilcox@millikin.edu

Dear Ms. Wilcox,

I am responding to your post on Big Blue Jobs for the part time position in the Career Center.

I am currently enrolled at Millikin University. I recently finished my sophomore year as a student here, and I am studying Information Systems. Through classes such as communications and team development, I have built strong skills in both communicating with the public and working in teams. These skills would certainly be an asset in the Career Center position.

I look forward to furthering my experience in both of these areas, and I believe that this position would help me do so. If chosen for this position, I am eager to learn other skills that I may not be familiar with. I plan on contacting your office in the next few days to discuss a good time to meet. I am looking forward to speaking with you.

Sincerely,  
John Doe

**Make sure that the cover letter text refers to this employer/job posting.  
Check your spelling and grammar before clicking the [SEND] button.**

[Send](#)

**12) By clicking the send button, your application or (resume) will automatically be attached to the cover letter and sent in for review.**