Student Worker Search & Application Process

Students **must complete a generic VCCCD student worker application (ORAP)** and upload this application to the specific student worker position you are applying for or to be considered for any future job openings.

Student Worker Application (ORAP) for generic Student Worker Position at Moorpark College

- Go to www.vcccd.edu
- Click on *Employment.*
- Click on *Part-Time Student Employment*.
- Click **View** under *Student Worker – Moorpark College – Summer/Fall 2011.*
- Click *Apply for this Posting.*
- Complete *New Applicant Information* and create *User Name* and *Password*.
- Complete application for semester applying for (ex. Student Worker-Moorpark College-Summer/Fall 2011).
- Submit application.
- Go to *View Application*.
- Copy and paste application to a Word document.
- Print application for your records.

Student Search for Student Worker Positions on Career Transfer Center CTCJobLink

- Go to www.moorparkcollege.edu
- Click on *Services for Students* on the top of the page.
- Click on *Career Services*.
- On the left side click on *Jobs*.
- Under Students click on the *"click here"* link.
- When you get to the NACElink page, click on *Register*.
- Once you have completed the registration you will be asked to confirm your email address.
- Log in to your personal email address and open the email that is from the Moorpark College Career Transfer Center.
- Once you confirm your email you can start searching for jobs and/or internships.
- Follow the directions indicated in the job posting to apply for the position.
- If you select an on campus student worker position, you must upload a **generic VCCCD Student Worker Application (ORAP)** to be considered for the position.

Student Worker Application for specific Student Worker Position at Moorpark College

- On the NACElink page, select the student worker position that you are applying for and upload your **VCCCD Student Worker Application (ORAP)**.
- Click on **Document**s at the top of the page.
- Click on *Add New* at the bottom.
- Label your **VCCCD Student Worker Application (ORAP)**- e.g., Last Name, First Name (ex. Alvarez, Christina)
- Check *Other Document*.
- Upload your **VCCCD Student Worker Application (ORAP)** to the student worker job posting.
- If the department selects you as a potential candidate, they will call you for an interview. Be sure and bring your printed copy of the **VCCCD Student Worker Application (ORAP)** to the interview.

For assistance in searching for a student worker position and completing the application process, the student can visit the Career Transfer Center.