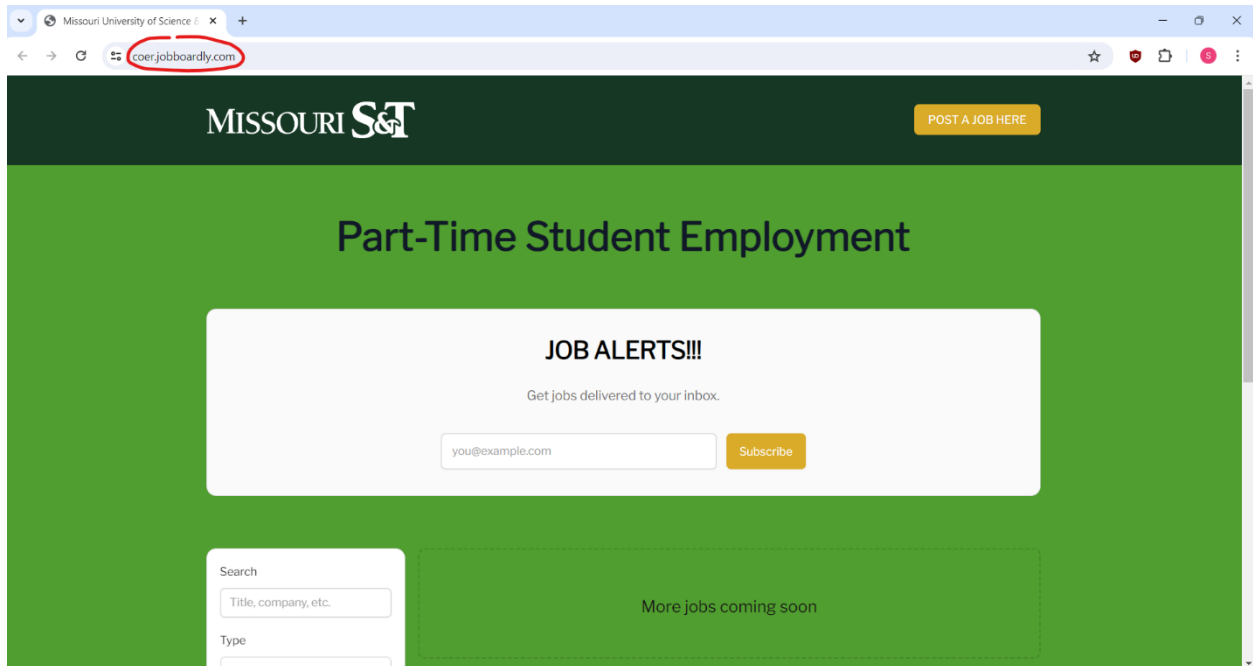# Job Boardly Training for Students with Screenshots

Step 1:

Make sure you are at the correct site before continuing your On-Campus & Local Part-Time Student Employment search.
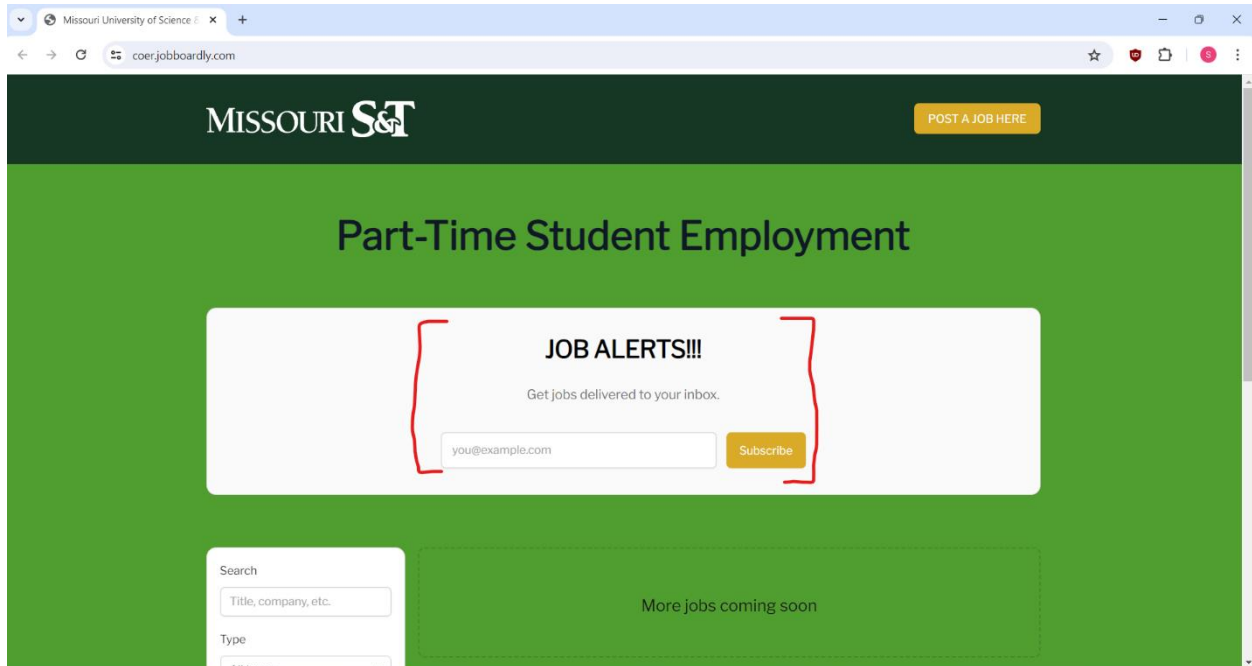
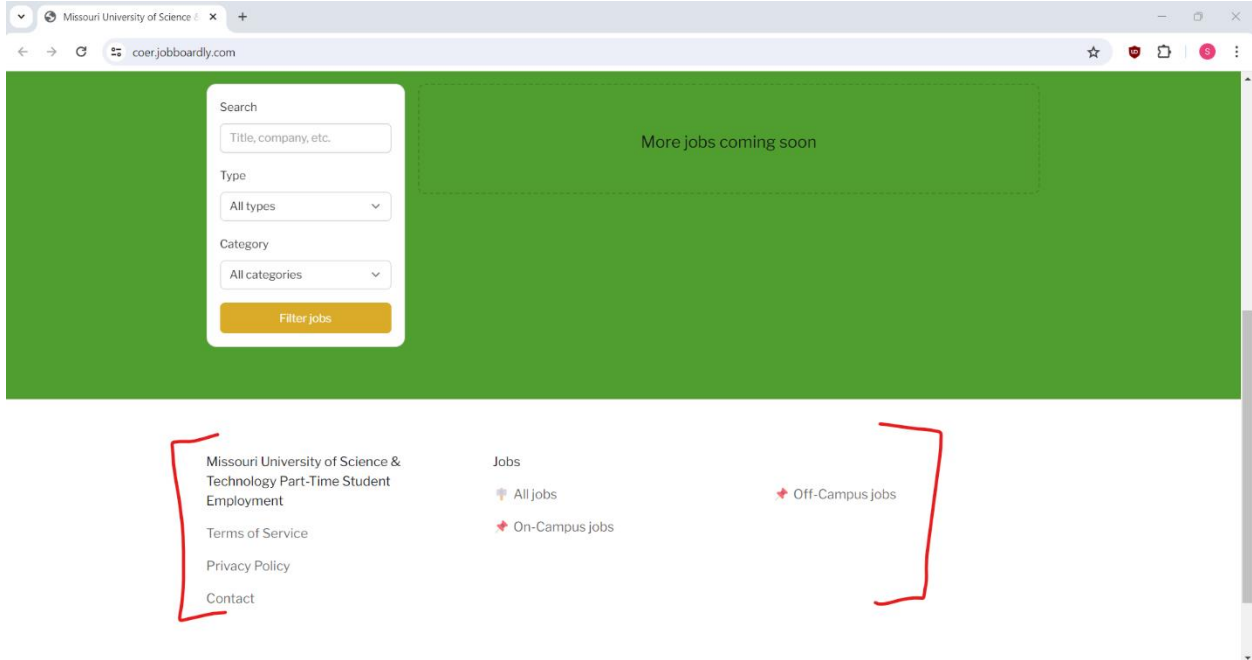URL: coer.jobboardly.com

Step 2:

Become familiar with the Home Page

You can enter your email to be notified about any job postings. These will go straight to your inbox. We encourage students to take this action if they are looking for part-time student employment opportunities.

Using the filter tool is a great way to help find specific employment.

Additional information can be found at the bottom of the page.

Select any of the jobs listed that you would like to apply for & follow any instructions listed on how to submit your information. You can also click the **Apply Now** button.

These jobs are only posted for 14 days, so be sure to apply quickly so you don't miss out on an opportunity!