



STUDENT EMPLOYMENT

WHAT TYPES OF STUDENT EMPLOYMENT DOES MSU OFFER?

INSTITUTIONAL & FEDERAL STUDENT EMPLOYMENT PROGRAMS

Morehead State University offers two types of employment for students:

- **Federally-subsidized employment for students with financial need**
In order to apply for federal positions, a Federal Work Study Award (FWS) must be listed on your estimated award letter, accessible through the MyMoreheadState portal. To learn more, speak with your financial aid counselor or visit the Financial Aid website at www.moreheadstate.edu/finaid.
- **Institutional student employment**
Funded by MSU departments. All students are eligible to apply.

At Morehead State University, students work in a variety of offices and departments with their work scheduled around their academic schedules.

HOW DO I FIND A WORK STUDY POSITION?

Visit the Financial Aid or Career Services website

(www.moreheadstate.edu/finaid or www.moreheadstate.edu/career) and access your Eagle CareerNet account. CareerNet is MSU's online career management system which allows students & alumni to connect with employers, view upcoming career-related events, and search for jobs & internships. All open Federal & Institutional positions are posted on Eagle CareerNet. You will be required to upload a resume and a Student Employment Application to apply for positions.

I'VE APPLIED FOR A POSITION IN CAREERNET; WHAT'S NEXT?

Work study positions are competitive. Career Services recommends applying for at least 10 positions. Once you've applied, your application materials are sent to the departments. The departments will contact you directly to set up an interview or offer you the position.

HOW CAN I GET HELP WITH MY RESUME?

Your resume is an important document in your job search. Career Services can help you write a new resume or polish your existing resume before you upload it to Eagle CareerNet or put it into the hands of a potential employer. Schedule an appointment with a career counselor today.



HOW DO I USE EAGLE CAREERNET?

GETTING STARTED IS EASY!

1. Go to www.moreheadstate.edu/career and click on the Eagle CareerNet *Student Login* button. Follow the instructions to access your account.
2. Log in to Eagle CareerNet with your MSU ID and the password that you set.
3. Complete your CareerNet profile.
4. Write or update your resume. Complete the Student Employment Application available under the *Resources* tab in Eagle CareerNet. For the *Position for which applying* field, a broad response such as "Work Study" is acceptable.
5. Upload your resume and Student Employment Application. Be sure to choose document type as Other Document for the Student Employment Application.
6. Start searching!
Under the *Find a job or internship* heading, click the link for:
Student Employment (Federal)
or
Student Employment (Institutional)
These lists are updated daily.
7. Apply for all student employment positions that interest you.

FOR ADDITIONAL HELP

REGARDING FINANCIAL AID OR PROGRAM ELIGIBILITY

Office of Financial Aid

121 E. 2nd Street, Room 205

Morehead, KY 40351

606-783-2011

www.moreheadstate.edu/finaid

REGARDING YOUR JOB SEARCH

Career Services

150 University Blvd. (Ground floor Camden-Carroll Library)

Morehead, KY 40351

606-783-2233

www.moreheadstate.edu/career

careerservices@moreheadstate.edu



Eagle CareerNet

Eagle CareerNet is our online career management system. It is a great resource to find full-time jobs, internships, seasonal employment and work-study positions. You can also use it to keep up with events and workshops happening at the MSU Career Center. Visit www.moreheadstate.edu/careernet to access your account.



Choosing a major & planning a career path

A few simple assessments will help an experienced career counselor determine your personality type and interests. Using these inventories as a guide, the counselor will be able to suggest career paths and degrees for you to pursue.

Internships

Job candidates with career-related experience receive more interviews, multiple job offers and higher starting salaries than candidates without experience. Build professional skills by securing an internship and earn academic credit, either through your department or through our own MSU 339 experiential education course.



Document critiques

How you appear on paper is just as important as how you appear in person. At Career Services, we will critique your professional documents and correspondence, such as resumes, cover letters, graduate school applications and personal statements.

Job search coaching

Career counselors will work with you to tailor a plan for your search. Learn tips and strategies to help you find your perfect job or internship, and learn how to evaluate employment and salary offers.



Practice interviews

With our online mock interview system, you can use your webcam to practice, record and evaluate your answers to common interview questions. Invite peers, professors or career counselors to review and assess your performance! In-person mock interviews are available to help you prepare for a specific interview.

Employers on campus

Career Services invites employers and graduate programs to campus to connect with you. Be sure to keep up-to-date on events like career fairs, information sessions, on-campus interviews and career workshops.



Suit Bank

Do you need professional clothing for a job interview, career fair or networking event? We may have something for you in our free Suit Bank! Various sizes and styles are available. If you find something that you like, it is yours to keep.

Presentations

Customized presentations are available upon request for student organizations, residence halls, and special programs. Possible topics include:
Resumes, Interviewing, Internships, Choosing a major, Career fair, Job search, Navigating Eagle CareerNet, Leveraging LinkedIn, Careers for specific majors, Career decision making, What skills and qualities employers want, Salary negotiations, First year on-the-job, Etiquette, Graduate school applications

