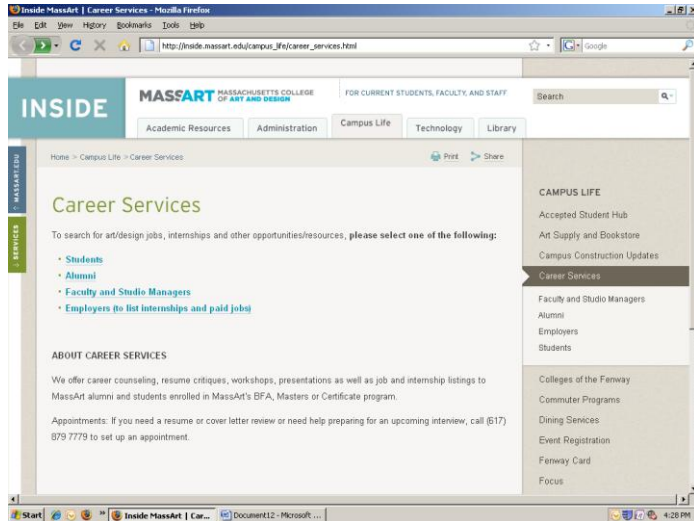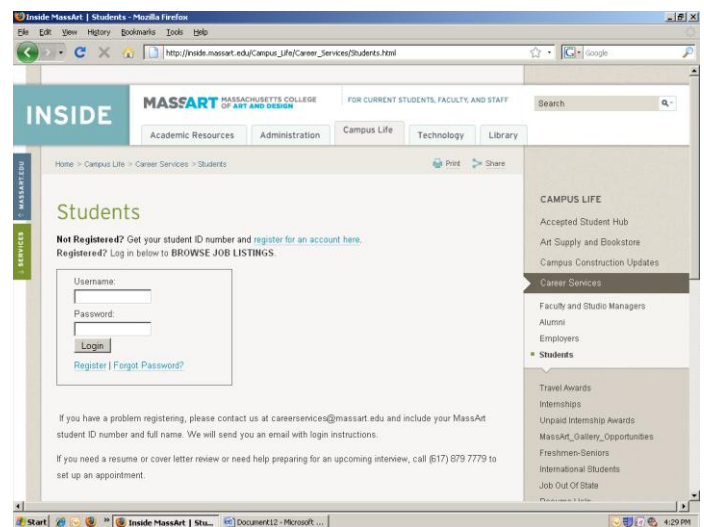# ARE YOU A LEADER?

Student Leadership Selection Process 2010-2011

How do I register for the Career Services site?

1. Visit: www.massart.edu/careerservices
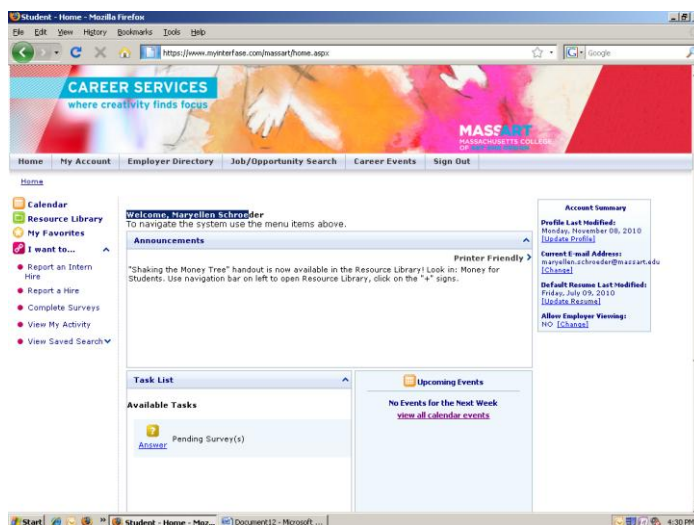2. Click on "Students"

3. If registered, type in username and password
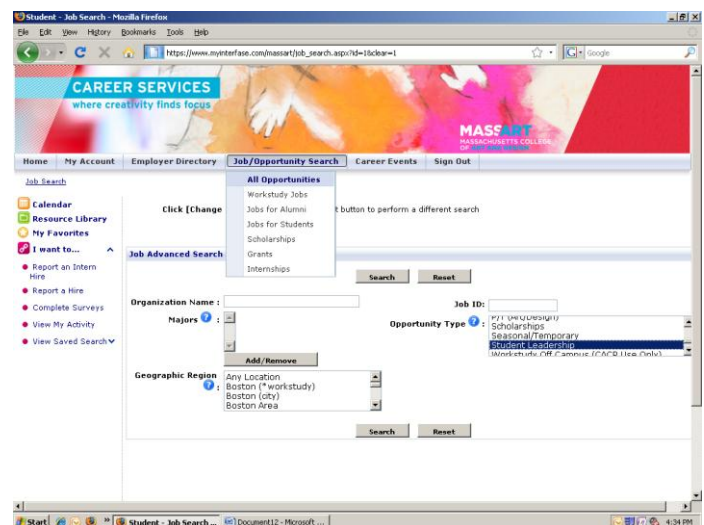4. If not registered, take the time to register

How do I search and review student leadership positions?

Example of the Home page below:

1. Job/Opportunity Search > All Opportunities > Opportunity Type > Student Leadership

# Where do I find the application and reference form?

1. Resource Library > Student Leadership >
Application for Candidate and Reference Form
2. Download a copy of the Application and Reference
Form on your desktop or zip drive
3. Complete the Application and save it to your
desktop orzip drive
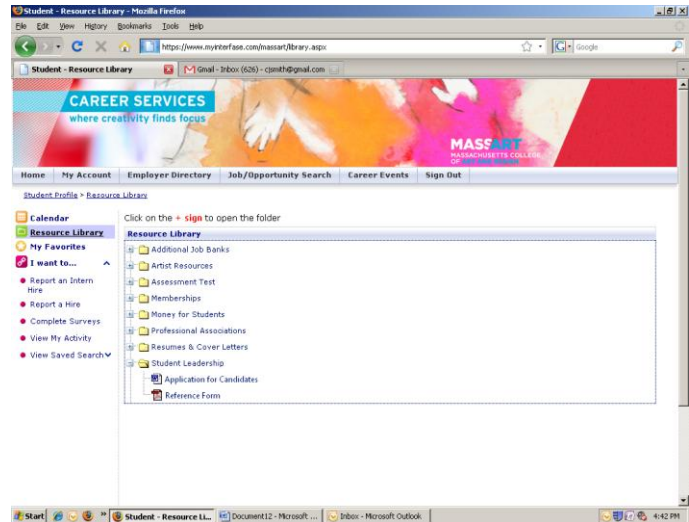
# How do I upload the application? Resume? Cover letters?

1. My Account > My Documents

2. This is what the screen will look like:
Important Directions are under My Documents
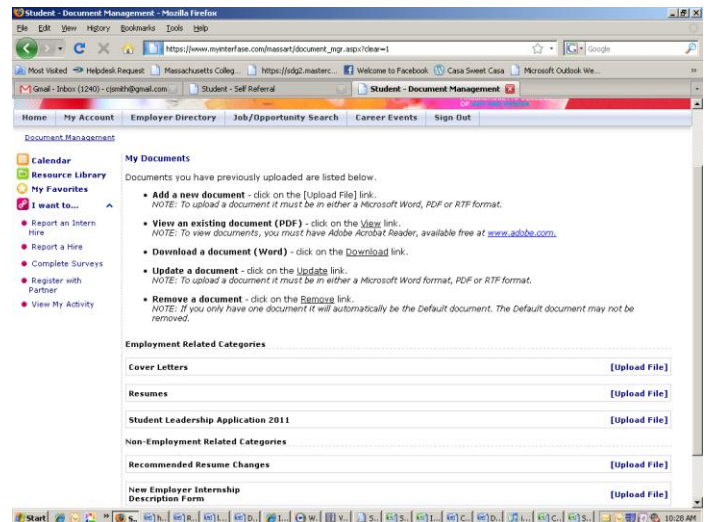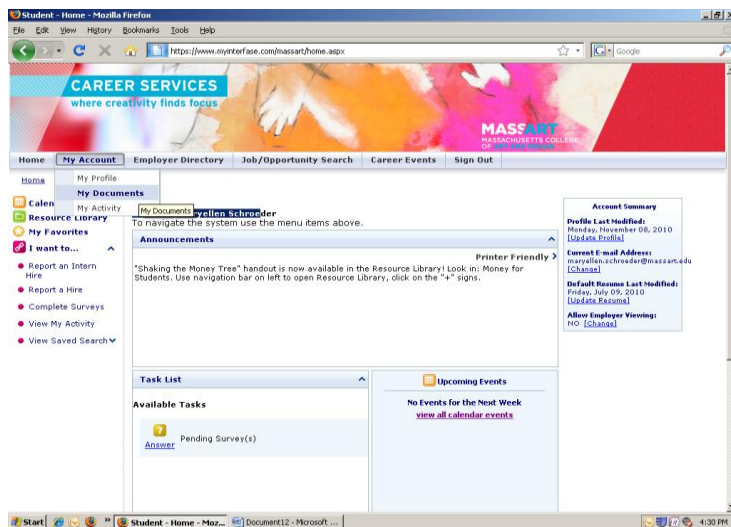
If you would like to edit any of your documents you
must re-upload a new file and replace the one that
is currently uploaded.

3. Upload Cover Letter, Resume, and Applications (Example shown below is Cover Letter Upload)
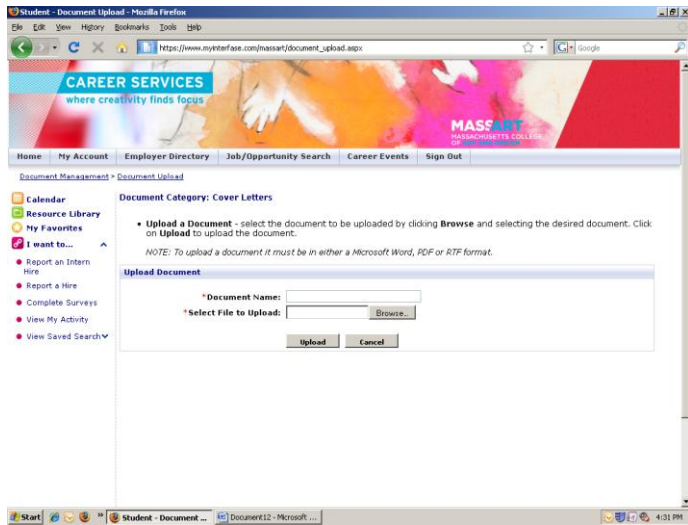

After application, resume, and cover letters have been submitted, reminder on searching: Job/Opportunity Search > All Opportunities > Opportunity Type > Student Leadership
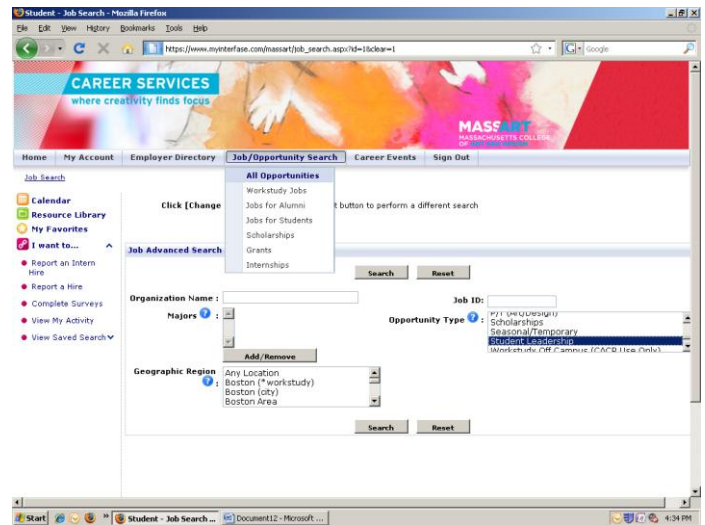

How do I apply to position(s)?

1. After searching for a position, click on the position that you are interested in applying for and you will get a larger description of the position (example below) Click on Submit Resume
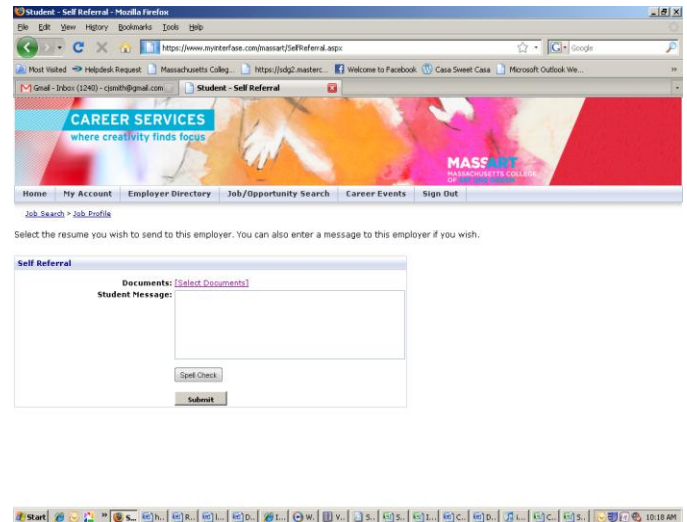

2. If it is your first time looking at a position, it will say that the application, cover letter, and resume must be completed before applying.
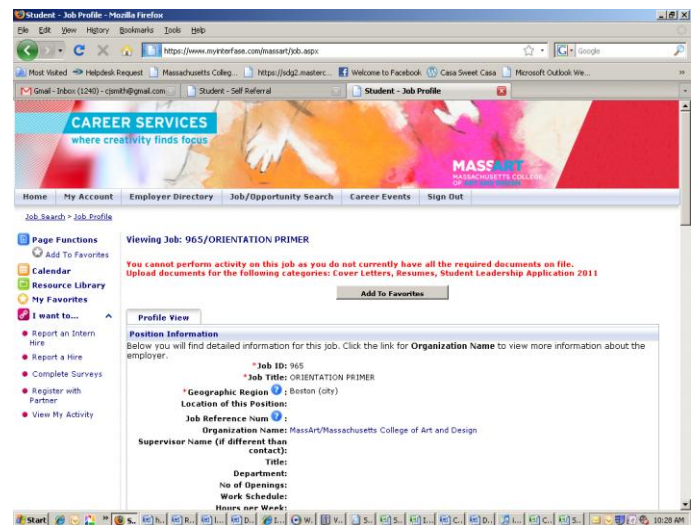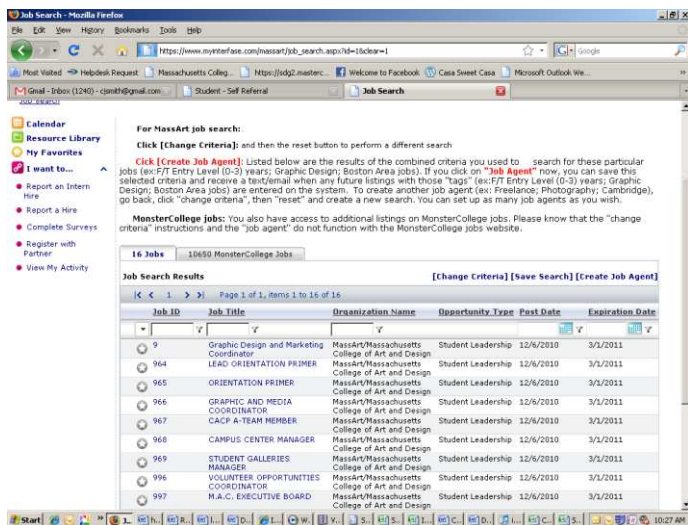
3. Once all your documents are uploaded under My Account > My Documents, click on "Select Resume"
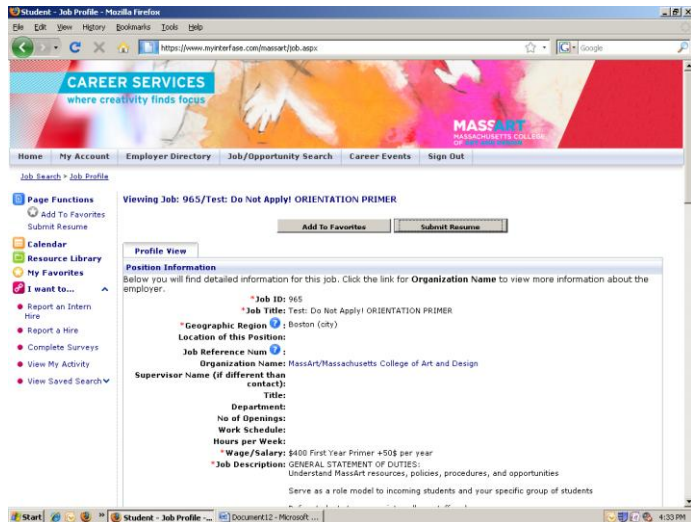
4. This screen will pop up after clicking on "Select Resume," click on "Select Documents"

5. Under "Select Documents," this is where you will attach your cover letter, resume, and application. Once all documents are attached, click "Save." This will indicate that you have applied to the position.
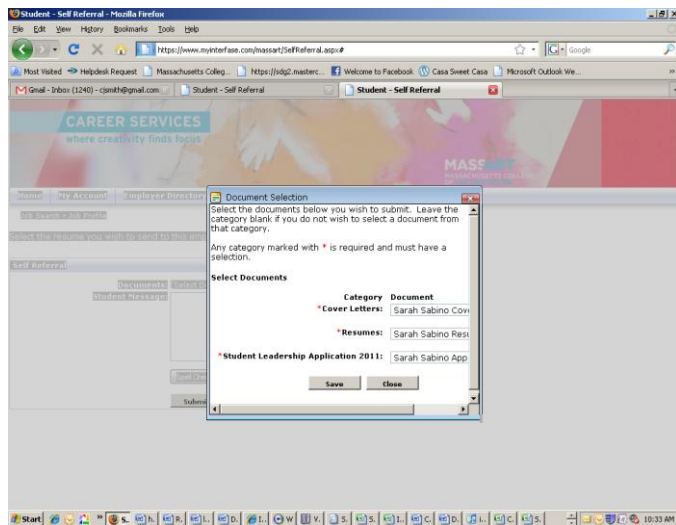
6. You have successfully applied to a position if you see this screen below and a green star next to the position you are viewing