A Guide for Students: Applying for Employment at NTC

Northcentral Technical College offers students the opportunity to work in a stimulating and diverse environment with state-of-the-art facilities at all of NTC’s campuses. NTC students may be hired as Student Employees or as Work Study. Work Study positions are open to students that accept Federal Work Study as part of his/her financial aid package. Follow the steps below to search and apply for campus employment opportunities.

Start at the [NTC web site](https://www.ntc.edu) and scroll down to the bottom section of links. Click the +sign in front of “Jobs at NTC” and click “Student/Workstudy Jobs”. This links you to a page where you can search for available jobs. **Bookmark this page.**

If this is your first time at the NTC Job Search Site, create an account before starting a job search.

**Creating an Account**

Click “Create an Account” on left side menu; fill in the requested information; click “Create”.

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**Create an Account**

Please provide the requested information below to create your account. You must have an account to apply to open positions.

<table>
<thead>
<tr>
<th>Login Information</th>
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<tbody>
<tr>
<td>User Name</td>
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<td>Password</td>
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<tr>
<td>Password Confirmation</td>
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<td>Email Address</td>
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*If you do not have an email address, please read this review at About.com for more information.*

| Email Address Confirmation |

[create button]
Find Open Positions

From the “Student /Work Study Jobs” web site either enter search criteria (keywords, position title, posting number, etc.),

Search Jobs | 33 jobs

To view open positions, please enter your search criteria below. You may view all open positions by not specifying any search criteria and clicking the Search button.

or scroll through the postings.

NOTE: There may be more than 1 page of postings
Applying for a Position

When a position to apply for is found, click the position title to view the full position posting.

Student Employment - Peer Tutor

Tutor NTC students in Program courses. Meet with students on a regular schedule to review materials, improve study skills, compare class notes and keep organized.

Click “Apply to this Job”

Student Employment - Peer Tutor

Below you will find the details for the position including any supplementary documentation and questions you should review before applying to the opening. To apply to the position, please click the Apply to this Job link/button.

If you would like to bookmark this position for later review, click on the Bookmark link. To email this position to a friend, click on the Email to a Friend link. If you would like to print a copy of this position for your records, click on the Print Preview link.

Enter “Username” and “Password” used to set up account.

Login

Username

Password

Don't have an account?

Create a new account now.

Enter based the account set up.
Click “Continue to your Job Application”

**Student Employment - Peer Tutor**

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Fill in information - **Required fields are indicated with an asterisk (*)**.

Click “Save Changes” OR “Next” to continue through application.

The final step is certifying the application with your initials and clicking “submit”. A confirmation number will be given; this is proof the application has been successfully submitted.

**Next Steps**

A submitted application goes to a designated NTC staff person from the department that posted the position. If you do not hear from anyone regarding your application, contact the department, or NTC’s Human Resources at 715 803 1483.