



Guide to Using CONNECT

Bellevue College's Job & Internship Site

CONNECT is a free resource for Bellevue College students, alumni, and community members. On this website you will find announcements for internships and volunteer opportunities, as well as part-time, full-time, temporary and Work-Study jobs. You can apply to many of these positions directly through this site. Students registered in the Academic Internship Experience course can check due dates of internship-related assignments and monitor their progress through the course. The CONNECT web address is:

<http://depts.bellevuecollege.edu/careers/connect-career-management-system/>



The screenshot shows the top of the CONNECT website. At the top left is the Bellevue College logo. To its right is a banner for the "Center for Career Connections & the Women's Center". Below this is a navigation bar with links: Home, Students, Alumni and Community Members, Employers, Faculty and Staff, About Us, Blog, and Other Websites. The main content area features a large "CONNECT!" heading with the subtitle "Jobs & Internships for BC Students & Alums". Below this are four colored boxes: "CONNECT! FOR STUDENTS" (green), "CONNECT! FOR ALUMNI" (blue), "CONNECT! FOR EMPLOYERS" (red), and "CONNECT! FOR FACULTY" (orange). Each box has a brief description of the service. At the bottom, there is a contact information box for the Center for Career Connections.

**BELLEVUE
COLLEGE**

**Center for Career Connections
& the Women's Center**

Home Students, Alumni and Community Members Employers Faculty and Staff About Us Blog Other Websites

CONNECT!
Jobs & Internships for BC Students & Alums

**CONNECT!
FOR STUDENTS**
For currently enrolled students. You need a BC email account to login.

**CONNECT!
FOR ALUMNI**
(Also for students who created a CONNECT account in 2013 or before).

**CONNECT!
FOR EMPLOYERS**
Post jobs & internships and find applicants.

**CONNECT!
FOR FACULTY**
Login or create a new account with your BC Net ID.

If you have questions or need assistance logging in, contact the Center for Career Connections at (425) 564-2279 or careers@bellevuecollege.edu.

This guide gives detailed instructions on how to create an account, fill out your profile in the most effective way, upload documents, search for jobs & internships, and create saved searches, which will send you job and internship leads automatically.

Table of Contents

Getting Started: Creating an account and completing your profile	3
Creating an Account Using Your BC Net ID	3
Creating an Alumni/Community Account	9
 Uploading Documents: Resumes, cover letters, internship assignments, etc.-.....	12
 Searching for Jobs & Internships: And how to apply for them.....	14
Applying for an Internship.....	15
Applying for a Job through CONNECT	15
Other Application Methods.....	16
 Creating Saved Searches: Receive job and internship leads automatically: HIGHLY RECOMMENDED!	17
 Additional Assistance: Contact the Center for Career Connections	18
Other Job-Search Related Information	18

Getting Started

Creating an account and completing your profile

Creating an Account Using Your BC Net ID:

1. Go to <http://depts.bellevuecollege.edu/careers/connect-career-management-system/>. Click the

CONNECT!
FOR STUDENTS

button. It will take you to the following page where you can log in using your

BC Net ID:

 BELLEVUE COLLEGE

[MyBC](#) | [Online Services](#) | [Register](#)

Log-in Using your NetID

Username:

Example: jane.doe

Password:

[Forgot your password?](#)

Log in

New User?

- [Create your NetID](#)

Need help?

- [What is a NetID?](#)
- [Look up your username](#)
- [Forgot your password?](#)
- [Technology Help Desk](#)

You are connecting to a website or application that requires authentication. Please enter your username and password to continue.
For security reasons, log out and close your web browser when you are finished.

[Acceptable Use Policy](#)

2. Upon logging in for the first time, you will have to complete your profile:

CONNECT!

Career Management System



Home > My Profile > Personal

search

My Account Log Out

NACElink NETWORK software by simplicity™

First Time Users: Before you can upload documents or search for jobs & internships, you must fill-out all of the required fields in the 'My Profile' tab. If you have questions or need assistance, please call the Center for Career Connections front desk at (425) 564-2279.

Personal Academic Privacy My Internships Password/Preferences My Activity Summary

Save Changes Save Changes And Continue Reset Form Cancel * indicates a required field

Step 1 of 3: General Information

CONNECT! Username*:

Full Name*: (First Middle Last)

First Name*:

Middle Name (or Nickname):

Last Name*:

Are you a Bellevue College student?* ☒ yes ☐ no

Student ID:

Are you a BC Alumni?* ☐ yes ☒ no

Are you a U.S. Veteran?* ☐ yes ☒ no

Gender: ☐ Female ☒ Male ☐ Other/Prefer not to answer

COMPLETION STATUS

Personal Information

- ✓ CONNECT! Username
- ☐ Full Name
- ✓ First Name
- ☐ Middle Name (or Nickname)
- ✓ Last Name
- ✓ Are you a Bellevue College student?
- ☐ Student ID
- ✓ Are you a BC Alumni?
- ✓ Are you a U.S. Veteran?
- ✓ Gender
- ✓ Type of Position Desired
- ✓ What is your work authorization?
- ✓ Preferred Job Type(s)
- ✓ Preferred email
- ✓ Phone Number

Current Address

- ✓ Street Address
- ✓ City
- ✓ State/Province
- ✓ Zip Code/Postal Code
- ✓ Country

The CONNECT! Username will be automatically populated by your BC Net ID. Please complete the remaining fields. Note that when you complete the *Full Name* section, it will automatically populate the following fields: *First Name*, *Middle Name (or Nickname)*, and *Last Name* fields.

3. The next section to complete will be the Employment Profile:

Employment Profile

**Type of Position
Desired***:

Select all that apply.

[select]

▼

clear

**What is your work
authorization? ***:

U.S. Citizen (born in U.S. or naturalized) ▼

Preferred Job Type(s): Select all that apply.

[select]

▼

clear

By clicking on the drop-down menus for the *Type of Position Desired* and *Preferred Job Type(s)*, you will be able to select the appropriate type of position or job type. (Note: You may select more than one type of position by holding down the control key as you click.). Be sure to select your appropriate work authorization.

4. The final section is *Contact Info*:

Contact Info

Preferred email*:

Phone Number*: (###) ###-####

Current Address*:

Address

Please provide as much information as possible

Street Address
Enter the Street Address, using multiple lines if necessary

3000 Landerholm Circle SE

City
Enter the City.

Bellevue

State/Province
Enter the State/Province.

Washington ▼

Zip Code/Postal Code
Enter the Zip Code/Postal Code.

98007

Country
Enter the Country.

United States ▼

Save Changes ►

Save Changes And Continue

Reset Form

Cancel

Fill in your *Preferred email* and *Phone Number* information.

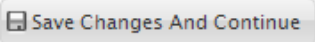
If you do not want to put in your own mailing address, you can fill the *Current Address* section with Bellevue College's mailing address:

3000 Landerholm Circle SE

Bellevue, Washington 98007

United States

Once you have completed this section, **double-check all your information to make sure there are no typos.**

Click the  button at the bottom of the page.

5. Next, you will complete the *Academic Profile* page:

CONNECT!

Career Management System



Home > My Profile > Academic

search

My Account ? ? ? ? ? Log Out

profile

NACElink NETWORK software by sympathy™

First Time Users: Before you can upload documents or search for jobs & internships, you must fill-out all of the required fields in the 'My Profile' tab.

Personal **Academic** Privacy My Internships Password/Preferences My Activity Summary

Save Changes Save Changes And Continue Cancel * indicates a required field

Step 2 of 3: Academic Profile

Bellevue College Goal*:

- ☐ Earn a professional / technical degree or certificate
- ☐ Earn a transfer degree
- ☐ Not currently taking classes
- ☐ Take for-credit classes but not for a degree or certificate
- ☒ Take non-credit courses

International Student?: Are you an international student on a non-immigrant visa?

☐ yes ☒ no

Save Changes Save Changes And Continue Cancel

[Previous](#) [Next](#)

NACElink CAREER SERVICES MANAGER

NACElink Network is a collaboration between NACE, Symplicity, DirectEmployers and your college/university.

[Privacy Policy](#) | [Terms of Use](#)

COMPLETION STATUS

Personal Information

Academic Information

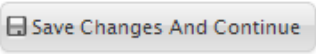
- ✓ Bellevue College Goal
- ✓ International Student?
- ☐ [International Student Employment and Internship Information](#)

Privacy

Documents

- ✓ 1 documents uploaded.

Select the appropriate *Bellevue College Goal* and indicate if you are an *International Student*.

Click the  button.

6. To complete your profile, you will need to set your *Privacy Settings*:

The screenshot shows the 'CONNECT! Career Management System' interface. At the top, there's a navigation bar with links: Home, My Profile, My Documents, Resources, Jobs, Research Employers, Surveys, Events, and Calendar. Below this is a search bar and a 'Log Out' button. The main content area is titled 'profile' and includes a message for first-time users. The 'Privacy' tab is selected, showing settings for Email Notifications, Employer Access to Resume, Internship Policy Agreement, and Enable Text Message Alerts. A completion status sidebar on the right shows that all these settings are successfully configured. At the bottom, there are buttons for 'Save Changes', 'Save Changes And Continue', and 'Cancel'.

CONNECT!
Career Management System

BELLEVUE COLLEGE
CENTER FOR CAREER CONNECTIONS AND WOMEN'S CENTER

Home > My Profile > Privacy

search

My Account ? Log Out

NACElink software by simplicity™

First Time Users: Before you can upload documents or search for jobs & internships, you must fill-out all of the required fields in the 'My Profile' tab.

Personal Academic **Privacy** My Internships Password/Preferences My Activity Summary

Save Changes Save Changes And Continue Cancel

* indicates a required field

Step 3 of 3: Privacy Settings

Email Notifications*: Choose 'yes' if you would like to receive email notifications regarding new job or internship openings.
☒ yes ☐ no

Employer Access to Resume*: Choose 'yes' if you would like to give employers access to your resume.
☐ yes ☒ no

Internship Policy Agreement*: Bellevue College Academic Internship Program services are only open to students and community members who agree to notify the BC internship office and consider enrolling for internship credit when they obtain an internship. By selecting "I agree," you will be able to use the free services of the Academic Internship Program and allow the Academic Internship Program staff to send your resume to internship employers for their review. You also agree to enroll in the appropriate academic internship class when you obtain an internship.
☒ I agree ☐ I disagree

Enable Text Message Alerts*: Choose "yes" to receive text message alert
☐ yes ☒ no

COMPLETION STATUS

Personal Information

Academic Information

Privacy

- ✓ Email Notifications
- ✓ Employer Access to Resume
- ✓ Internship Policy Agreement
- ☐ [Synchronizing Options](#)
- ✓ Enable Text Message Alerts
- ☐ [Sync Events from the system with your Google Calendar](#)

Documents

- ✓ 1 documents uploaded.


Save Changes Save Changes And Continue Cancel

Email Notifications→ by selecting *yes* you are agreeing to receive emails regarding new job or internship openings as well as notifications from the Center for Career Connections regarding upcoming events. We recommend that you select *yes* because this is a great way to receive job leads, and the Career Center never sends out more than six e-mails to CONNECT users per year.

Employer Access to Resume→ if you select *yes*, employers can view and search your resumes posted on CONNECT!

Internship Policy Agreement→ by selecting *I agree*, you are agreeing to Bellevue College's Internship Policy Agreement. Please note that you must agree before you can apply for most internships on CONNECT.

Enable Text Message→ by selecting *yes*, you are agreeing to receive text alerts from CONNECT! If you select *yes*, you will be asked to provide your *Cell Phone Number* and *Provider*.

Click the  button to complete your profile. You are now ready to start [uploading your resume](#) and [applying for jobs and internships on CONNECT](#)

If you have trouble accessing your account, please call our front desk during business hours at (425) 564-2279.

Creating an Alumni/Community Account:

If you logged in using your BC Net ID, skip this section and go to [page 12](#).

1. If you are a BC alumnus or a member of the community, go to depts.bellevuecollege.edu/careers/connect-career-management-system/ and click the



button.

CONNECT!
Career Management System



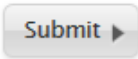
The screenshot shows the "Alumni/Student Sign In" page. At the top right, there are icons for help, print, and a star. Below these are the "NACElink NETWORK" logo and the text "software by symlicity™". The main heading is "Alumni/Student Sign In". On the left, under "Log In", there are two sections: "Students" with a green button "Login With Your BC Net ID", and "Alumni" with the text "Login with your existing account below". Below the "Alumni" section, there is a message: "Having Trouble Logging In? If you need help accessing your account, you can contact the Center for Career Connections at (425) 564-2279." This is followed by "Username (your username)" and "Password (enter your password or click Forgot Password)" fields. At the bottom of the login section are "Go", "Reset", and "Forgot Password" links. On the right, under "Alumni Registration", there is a message: "This option is for BC alumni to register for a new account. If you are a current Bellevue College student, you can register for an account using your BC Network ID". Below this is an "Alumni Registration" button. To the right of the text is an illustration of a computer monitor with a hand cursor pointing at it. At the bottom of the page, there is a footer with the "NACElink CAREER SERVICES MANAGER" logo on the left, the text "NACElink Network is a collaboration between NACE, Symlicity, DirectEmployers and your college/university." in the center, and "Privacy Policy | Terms of Use" on the right.

2. Click the  button on the right side of the page.

3. Complete the *Alumni and Community Registration* form.

The screenshot shows the 'Register' page of the NACElink Career Services Manager. At the top, there are navigation tabs: 'Alumni/Student Sign In', 'Forgot my password', and 'Alumni Registration' (which is highlighted). Below the tabs is the title 'Alumni and Community Registration'. To the right of the title is a note: '* indicates a required field'. The form contains several input fields: 'Username*', 'Full Name*' (with a sub-label '(First Middle Last)'), 'First Name:', 'Middle Initial (or Nickname):', 'Last Name:', and 'Preferred email*'. Each field has a corresponding text box. At the bottom left of the form is a 'Submit' button with a right-pointing arrow. Below the form, there is a footer section with the NACElink logo, the text 'NACElink Network is a collaboration between NACE, Symplicity, DirectEmployers and your college/university.', and links for 'Privacy Policy' and 'Terms of Use'.

Create a unique username; we recommend using your email address. Then enter your *Full Name*; the *First Name*, *Middle Initial (or Nickname)*, *Last Name* fields will populate automatically. Enter your preferred email address and **double-check to make sure you typed your email address correctly. This is essential for accessing your account.**

Click the  button at the bottom of the page.

4. Next, you will see the following message:

The screenshot shows the 'Register' page of the NACElink Career Services Manager, displaying a confirmation message. The navigation tabs are the same as in the previous screenshot. The main content area contains the text: 'Your registration has been received. An email will shortly be sent to your email to verify validity of your email address.' Below this message, the footer section is identical to the previous screenshot, featuring the NACElink logo, the collaboration text, and the links for 'Privacy Policy' and 'Terms of Use'.

5. **Follow the instructions in the email to activate your account.** It may take 5 to 10 minutes for you to receive the email. If you do not see the email in your inbox, be sure to check your junk or spam folders. **If you have trouble activating your account, please call our front desk during business hours at (425) 564-2279.**

Prior to using CONNECT to search for jobs or upload documents, you must complete your profile. The instructions below provide a brief overview of how to do that. Detailed instructions on each step in the process appear on [pages 4-8](#) of this document.

5. Login and click on the **My Profile** tab, which is one of the main options at the top of the screen
Note: If you were never asked to create a password for your account, click on the [forgot password](#) link on the login page and follow instructions from there.
6. Within the My Profile tab, there are several sub-tabs (*Personal, Academic, Privacy, My Internships, Password/Preferences, and My Activity Summary*). Fill out the first sub-tab, called *Personal*. Fields with a red asterisk (*) are required.
7. Click the **Save Changes And Continue** button.
8. This will take you to the *Academic* sub-tab. Complete this form as well, and click the **Save Changes And Continue** button.
9. This will take you to the *Privacy* sub-tab. Complete this form as well. If you click the **Save Changes And Continue** button, you will be taken to the *My Documents* tab, where you can upload your resume. If you just click the **Save Changes** button, you will stay in the *My Profile* tab.

CONNECT!
Career Management System

BELLEVUE COLLEGE
CENTER FOR CAREER CONNECTIONS AND WOMEN'S CENTER

Home > My Profile > Personal

profile

First Time Users: Before you can upload documents or search for jobs & internships, you must fill-out all of the required fields in the 'My Profile' tab. If you have questions or need assistance, please call the Center for Career Connections front desk at (425) 564-2279.

Personal Academic Privacy My Internships Password/Preferences My Activity Summary

Save Changes Save Changes And Continue Reset Form Cancel

* indicates a required field

Step 1 of 3: General Information

CONNECT! Username*: martilyolawin

Full Name*: (First Middle Last) Hammer Hawk

First Name*: Hammer

Middle Name (or Nickname):

Last Name*: Hawk

Are you a Bellevue College student?* yes no

Student ID:

Are you a BC Alumni?* yes no

Are you a U.S. Veteran?* yes no

COMPLETION STATUS

Personal Information

- ✓ CONNECT! Username
- ✓ Full Name
- ✓ First Name
- Middle Name (or Nickname)
- ✓ Last Name
- Are you a Bellevue College student?
- Student ID
- ✓ Are you a BC Alumni?
- Are you a U.S. Veteran?
- Gender
- Type of Position Desired
- What is your work authorization?
- Preferred Job Type(s)
- ✓ Preferred email
- Phone Number

Current Address

- Street Address

You MUST complete the first three tabs before you can use the rest of the site

Uploading Documents

Resumes, cover letters, internship assignments, etc.-

You can upload several different kinds of documents, including your resume, cover letter, writing samples, etc. But this is only useful if you apply for a job through CONNECT. No one outside our office will view the documents unless you apply for a job or an internship—or unless you clicked the *Employer Access to Resume* option when you registered. If you get an internship and register for EXPRL 191: Academic Internship Experience or INDES 485: Interior Design Practicum, you can upload your assignments to CONNECT.

Here's how to upload documents to CONNECT:

1. Click on the *My Documents* tab, which is one of the main options at the top of the screen.
2. Click the *Add New* button at the bottom of the page.

CONNECT!
Career Management System

BELLEVUE COLLEGE
CENTER FOR CAREER CONNECTIONS AND WOMEN'S CENTER

Home | **My Documents** | Resources | Jobs | Research Employers | Surveys | Events | Calendar

Home > My Documents > Approved Documents

Documents

Approved Documents | Pending Documents

Tip for first-time users: Upload your resume by clicking "Add New" below. You can search for jobs and internships without uploading a resume, but you'll need to upload a resume before you can apply directly through the CONNECT! site.

To view PDF files, you may need [Adobe Acrobat Reader](#).

No records found.

Add New

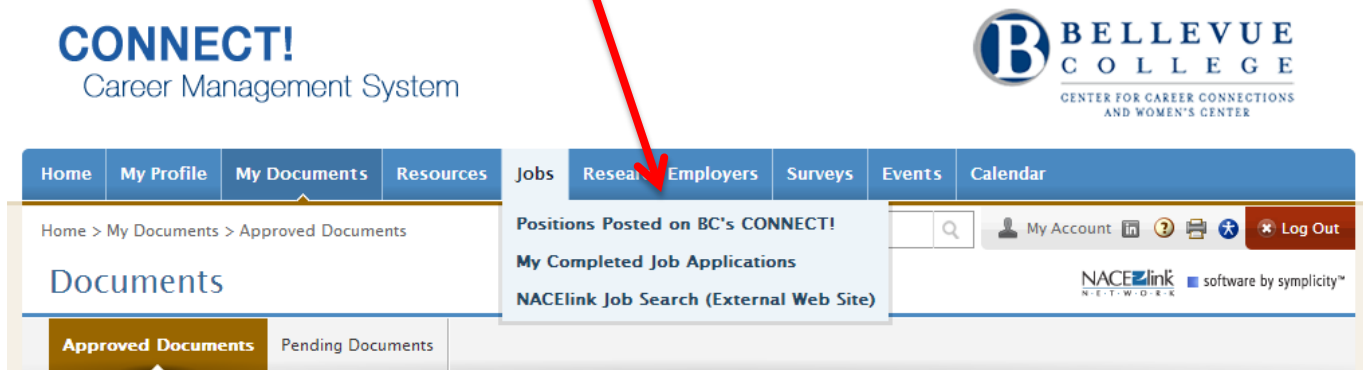
Click the "Add New" button.

Searching for Jobs & Internships

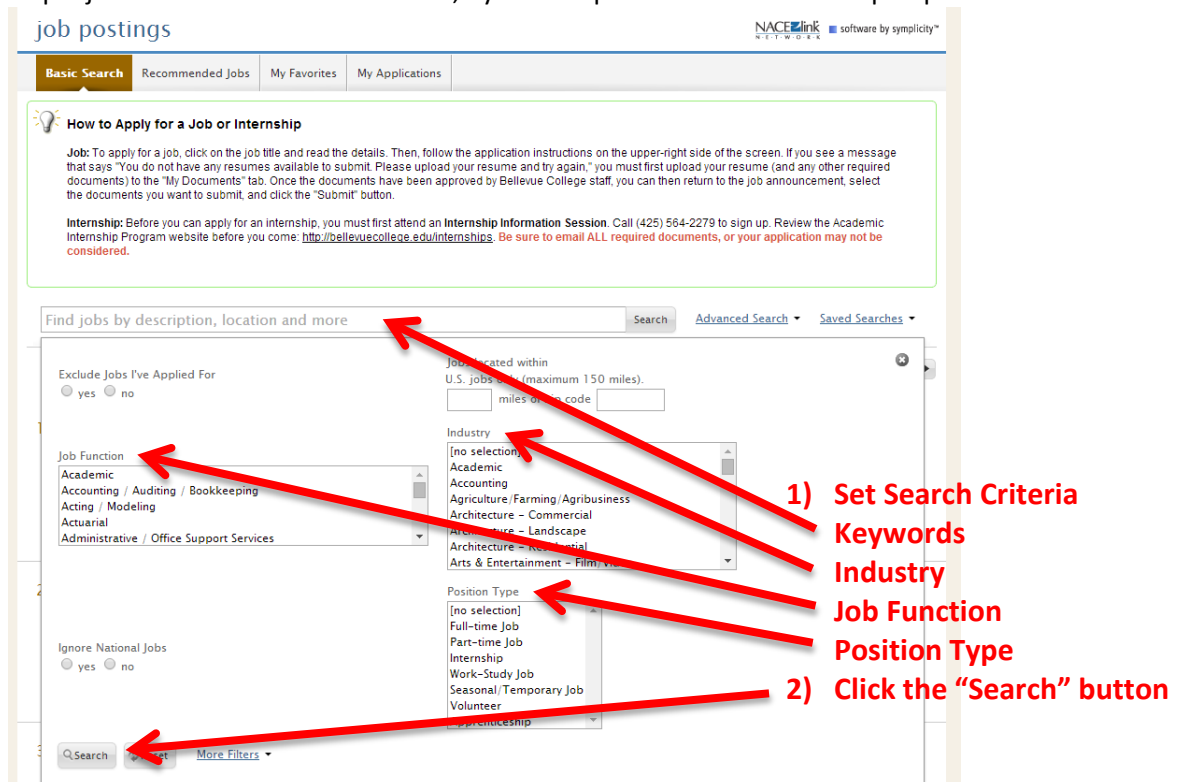
And how to apply for them

To search for jobs and internships:

1. Hover your mouse over the **Jobs** tab, which is one of the main options at the top of the screen.
2. Click **Positions Posted on BC's CONNECT!**



3. Set your search criteria using keywords. You should also try searches that don't rely on keywords but instead use the *Job Function* categories on the *Advanced Search* feature. We recommend you keep your search criteria as broad as possible. Keep in mind that employers don't always classify their positions correctly, so you may want to look at multiple job functions. Note: CONNECT, by default provides the list of all open positions.



4. Click the *Search* button and then wait for the list of results to appear.
5. Click on the *Job Title* to view the position details.
6. **Read the job or internship description carefully, paying close attention to the application instructions that appear on the right side of the page.** There are various methods for applying.

Applying for an Internship:

Most internships in CONNECT provide the same application instructions.

Before you can apply for an internship, you must first attend an **Internship Information Session**. Call (425) 564-2279 to sign up. Be sure to review the Academic Internship Program website before you attend the orientation: <http://bellevuecollege.edu/internships>.

If you have already attended the Information Session, email all of the **Requested Documents** (see the section below) to: internships@bellevuecollege.edu. Send all documents as attachments, and in the body of your email, provide the name of the company and the name of the position. Your documents will be forwarded to the employer, and the employer will contact you directly if they wish to schedule an interview.

Send all of the documents that the employer is requesting. **Failure to follow directions is the number one reason people don't get called for interviews!**

1. Be sure to email ALL required documents as attachments to internships@bellevuecollege.edu. **Incomplete applications will not be considered.**
2. The employer will contact you directly if they want to schedule an interview.

Applying for a Job through CONNECT:

Some employers want to collect resumes through CONNECT. If this is the case, the application instructions on the right side of the screen will prompt you to select a resume to submit for the position (and possibly a cover letter, writing sample, or other documents). To apply, follow these instructions:

1. Upload your resume and any other required documents in the *My Documents* tab (see instructions on [pages 12-13](#)). Make sure to name your documents appropriately so that you know which is which. Once the documents have been approved by Bellevue College staff, which will take 1 to 2 business days, you can then return to the job announcement, click on the *Apply* button. This will bring up a window that allows you to select the documents you want to use; after specifying the documents, click the *Submit* button.

Home My Profile My Documents Resources Jobs Research Employers Surveys Events Calendar

BACK Home > Jobs > Senior Accountant (17369) search My Account Log Out

NACElink software by simplicity

RELATED RESOURCES

NACE Salary Calculator

HELP & SUPPORT

Send a Question or Comment

WANT THIS JOB?

1 Apply

APPLY

APPLICATION STATUS

If you wish to apply, please select the document(s) to include and click Submit.
Choose a Resume to submit for this position.

RESUME: Resume*

No cover letters found!

COVER LETTER: No cover letters found!

If you would like to add an optional personal note to the employer, please enter it here. This field is NOT required.

NOTES:

Check Spelling

Submit

Note on requested documents:
Application Procedure: Please e-mail resume, cover letter and three references (2 professional & 1 personal) to hr2@positiveplace.org Please put in the Subject Line in ALL CAPS: "SENIOR ACCOUNTANT APPLICATION"

ESSENTIAL DUTIES AND RESPONSIBILITIES:
General Ledger
Apply a thorough understanding of BGC&C financial reporting and general ledger

2. If you see a message that says "You do not have any resumes available to submit. Please upload your resume and try again," you must first upload your resume (and any other required documents) to the *My Documents* tab. Once the documents have been approved by Bellevue College staff, you can then return to the job announcement, select the documents you want to use, and click the *Submit* button. The employer will contact you directly if they want to schedule an interview.

Other Application Methods:

Some employers prefer to collect applications in other ways, such as by email or on their web site. Always look on the right side of the screen for application instructions, and make sure to submit ALL of the materials that they have requested. **Employers say that the *most common* reason why people don't get called for interviews is because they failed to follow instructions.**

Facilities Technician Job
Oakley

Posted: Aug 19, 2014
DIVISION N/A
JOB NUMBER 7781
POSITION TYPE Full-time Job

APPROXIMATE HOURS PER WEEK 40
COMPENSATION TYPE Hourly
POSTING DATE August 19, 2014
EXPIRATION DATE October 19, 2014
NUMBER OF OPENINGS 1
TRAVEL PERCENTAGE No Travel

HOW TO APPLY
Apply online at: www.maxoutreach.com/jobs

IMPORTANT DATES
Posted On: August 19, 2014
Applications Accepted Until: October 19, 2014

RELATED RESOURCES
NACE Salary Calculator
HELP & SUPPORT
Send a Question or Comment

DESCRIPTION
Position Overview

The Facilities Technician is responsible for delivering strong customer service to Outerwall employees for their facility needs. The ideal candidate will respond to, and successfully perform varieties of facility requests from our internal customers. These functions include: keyboard tray installations, hanging of whiteboards, departmental and employee moves, basic electrical work, dismantle and install furniture, and other maintenance duties. Duties and responsibilities are not limited to the following:

Key Responsibilities

- Practices facilities Standard Operating Procedures
- Initiate and performs preventative maintenance, site surveys, replacement, and modifications as needed or requested by customers
- Uses a variety of hand tools, following blueprints, wiring diagrams, piping schemes or engineering specifications, to diagnose and repair units
- Coordinate and work in conjunction with external vendors
- Maintains equipment by keeping records of service manuals, scheduling and completing repairs and maintenance service
- Coordinate emergency repairs with external vendors, management, & purchasing
- Process all incoming and outgoing mail, packages, etc. in accordance to established policies
- Manage the inventory ordering and stocking of all supplies and beverages used

Creating Saved Searches

Receive job and internship leads automatically
HIGHLY RECOMMENDED!

A **Saved Search** is a tool that will help you use CONNECT more effectively. It builds an automated search that will email you new jobs or internships that meet your criteria on a regularly scheduled basis. **This makes looking for a job or internship easier because you won't need to login to CONNECT every day to see if there's something new.** You can have the system send you new positions daily, weekly, monthly—whatever you would like!

To setup a *Saved Search*, you must first use the *Advanced Search* feature.

1. After following the instructions for searching for positions on [page 14](#) of this document, click on the *Saved Searches* drop-down link

How to Apply for a Job or Internship

Job: To apply for a job, click on the job title and read the details. Then, follow the application instructions on the upper-right side of the screen. If you see a message that says "You do not have any resumes available to submit. Please upload your resume and try again," you must first upload your resume (and any other required documents) to the "My Documents" tab. Once the documents have been approved by Bellevue College staff, you can then return to the job announcement, select the documents you want to submit, and click the "Submit" button.

Internship: Before you can apply for an internship, you must first attend an **Internship Information Session**. Call (425) 564-2279 to sign up. Review the Academic Internship Program website before you come: <http://bellevuecollege.edu/internships>. **Be sure to email all required documents, or your application may not be considered.**

Find jobs by description, location and more [Advanced Search](#) [Saved Searches](#)

Position Type: Work-Study Job

1. ☐ ☐ **Public Safety Office Assistant**

- Front Desk Coverage o Answering phone calls o Assist customers with general and parking-related questions o Pick up and process lost and found items o Data entry, making copies, providing general assistance for the ... [More](#)

2. ☐ ☐ **Helpdesk Tech**

Radiant Global Logistics - Bellevue, WA Help Desk/Application Support Technician that has acquired sufficient training and skills to serve customers independently, as well as assist with more complex problems and projects, and help capture knowledge ... [More](#)

Title Work-Study **Send via email** Never **New results only** ☒ yes ☐ no

Application Deadline: September 30, 2014 August 25, 2014

EMPLOYER Bellevue College Safety **Frequency** Never Daily Every Other Day Weekly Monthly Quarterly

LOCATION Bellevue, Washington ID 17520

Application Deadline: September 30, 2014 Posted: August 21, 2014

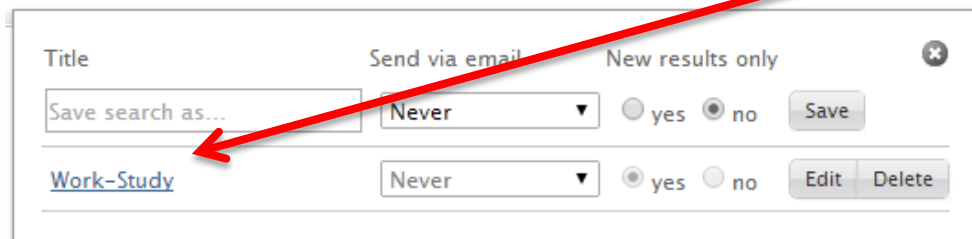
EMPLOYER Radiant Global Logistics, Inc. POSITION TYPE Full-time Job, Part-time Job, Work-Study Job, Internship, Seasonal/Temporary Job

LOCATION Bellevue, Washington ID 17493

2. Type a *Title* for the search, and in the *Send via email* drop-down list, select the frequency you would like to receive notifications. Most CONNECT users prefer weekly notifications.
3. Determine whether notifications should include *New results only*. Most users prefer to see only the new jobs.
4. Click **Save**.
5. Now that you have created a *Saved Search*, you will receive regular emails with job and internship leads. **Note that if you are alumni or community member, the links included in those emails will not work automatically.** You must first login to CONNECT to make the links active. To login, go to depts.bellevuecollege.edu/careers/connect-career-management-system/ and click

CONNECT!
FOR ALUMNI

6. When you click on the *Saved Search* drop down, you can click on the *Title* of the search to run the search immediately. You can also click on *Edit* to change the search parameters by adding or subtracting criteria.



The screenshot shows a table with the following columns: Title, Send via email, and New results only. The first row has a title 'Save search as...', a dropdown menu set to 'Never', radio buttons for 'yes' and 'no' (with 'no' selected), and a 'Save' button. The second row has a title 'Work-Study', a dropdown menu set to 'Never', radio buttons for 'yes' and 'no' (with 'yes' selected), and 'Edit' and 'Delete' buttons. A red arrow points to the 'Title' column header.

7. If you need further assistance creating or modifying a *Saved Search*, please call the Center for Career Connections front desk at (425) 564-2279.

Additional Assistance

Contact the Center for Career Connections

If you've read through this document and still have questions about using CONNECT, you can contact the Center for Career Connections. The front desk staff is available to help. Call (425) 564-2279 during normal business hours. Center hours may change due to holidays, inclement weather, and other unforeseen circumstances. If you call during business hours and reach our voicemail, please leave a detailed message so that we can get back to you.

Other Job-Search Related Information:

For more information on writing or improving a resume, tips for interviewing, and other career-related topics, check out the Center for Career Connections websites. The Center offers a variety of classes, workshops, and events that can help you improve your job-search skills.

CONNECT (Jobs & Internships): <http://depts.bellevuecollege.edu/careers/connect-career-management-system/>

Center for Career Connections: <http://bellevuecollege.edu/careers>

Academic Internship Program: <http://bellevuecollege.edu/internships>

Career Guides: <http://depts.bellevuecollege.edu/careers/students-alumni-and-community-members/find-a-job/guides/>

Scholarship Resource Program: <http://bellevuecollege.edu/scholarships>

Twitter: <http://twitter.com/BellevueCCC>

Office: 2nd floor in the interior of the B Building, Room B231, Bellevue College Main Campus

Phone: (425) 564-2279 | **Email:** careers@bellevuecollege.edu | internships@bellevuecollege.edu