

**Find an on-campus Job** – Use a number of different tools to browse all available job offerings.

**Signup for JobMail** – Sign up to receive a systematic email when a new job is posted on the Web site that matches your designated criteria.

**Forms & Information** – Access important forms and/or information.

**Contact Us** – Submit questions and comments to the Student Employment Office online. This is the best way to contact us.

## Find a Job

Every job posted on the Pratt Jobs website can be found and applied for through the Find a Job page.

1 ▶ To login, you must navigate to the to the following URL:

<https://pratt.studentemployment.ngwebsolutions.com>

2 ▶ Click the Student Link. Next, click Find a Job or Shop for a Job on the “Student Home Page” or the left-side navigation bar.

3 ▶ The Quick Search page loads first, allowing you to find jobs quickly by selecting from the most frequently run searches.

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### Find A Job



#### Help

##### Choose a Search type

Choose from the quick search options below or click on the "Advanced Search". If your school uses funding sources, your funding source selection(s) will filter results in either type of search. To change your funding source selection, click Update Funding Source Choices.

[\[ Run a New Search \]](#)



Quick Search



Advanced Search

#### Select a quick search.

[Grad Assistant - Full Time Jobs](#)

[Student Payroll Position Jobs](#)

[Student Life Grad Assistant Jobs](#)

[Summer Grad Assistant Jobs](#)

[Summer Student Payroll Position Jobs](#)

[Summer Student Life Grad Assistant Jobs](#)

4 ▶ To run a Quick Search, simply click the name of the search. The results page will load.

- 5 ▶ Advanced Job Search - If you want to be more specific in your job hunt, click the Advanced Search tab. Advanced Search allows you to find jobs by selecting a combination of search criteria.

Quick Search / Advanced Search

☒ On-Campus FWS Jobs  
☐ Campus Employment - Non FWS  
☐ Off-Campus FWS Jobs

Narrow your search with the following options.  
Selecting none for any search criteria implies all.

Keyword(s):

Click ☐ and ☐ to expand and collapse search criteria.

☐ Categories

☐ Employers

☐ Time Frames

☐ Wage

☐ Hours per Week

Search!

- 2 ▶ Narrow your search by defining as many or as few criteria as you want.

Keyword searches job title, description, requirements, and employer name.

Click the ☐ sign next to a criterion branch to expand your options. Then, follow the instructions to choose specific items within that criterion. Your choices are not cleared by collapsing a branch of the search criteria. Your choices will be preserved and used in the search.

- 3 ▶ Once you have defined your criteria, click the “Search!” button. If you are not getting any search results, check the Data Bank at the bottom of the search screen to confirm the number of available jobs. If there are a sufficient number of jobs within the job type you are searching, try making your search broader

### Please Note!

Advanced Search will return results based on the logic of AND between search criteria and OR within them. For example, select the Categories: Office/Administrative; Athletics; and Manual Labor along with Timeframe: Summer. Your results will include only summer jobs that have the category of Office/Admin, Athletics, or Manual Labor.





- ▶ Results Page

## Student Employment

This page displays the results of your search and allows you to access the details of a job.

- 1 ▶ To view the details of a job, you can click on the magnifying glass beside each job.



Show	All	▼	results per page	Total Rows: 16	Prev	Next
<b>Grad Assistant - Full Time</b>						
<input type="checkbox"/>	<b>Job Title:</b> 07G Mgt Info Sys-IT Research GA	<b>Wage:</b> See job details.	<b>Hours:</b> 16 / week	<b>Employer:</b> Accounting & Mgmt Info Sys	<b>Listed:</b> 10/14/2013	
<input type="checkbox"/>	<b>Job Title:</b> 03G Computer Lab GA	<b>Wage:</b> See job details.	<b>Hours:</b> 16 / week	<b>Employer:</b> Communication/Journalism	<b>Listed:</b> 10/14/2013	
<input type="checkbox"/>	<b>Job Title:</b> 03G Tech Support Center GA 2	<b>Wage:</b> See job details.	<b>Hours:</b> 10 / week	<b>Employer:</b> Computer Center	<b>Listed:</b> 10/14/2013	
<input type="checkbox"/>	<b>Job Title:</b> 03G Computer Science GA	<b>Wage:</b> See job details.	<b>Hours:</b> 16 / week	<b>Employer:</b> Computer Science	<b>Listed:</b> 10/14/2013	

## Apply for a Job

You can apply online for one or multiple jobs by completing one singular application. However, please read job descriptions carefully as some jobs may only be applied for by contacting the employer directly. Please Note: Pratt has instituted a limit of how many jobs you may apply for within a session. Therefore, if you attempt to apply for more than the designated limit, you will be notified about the limit so you can modify your original selection of jobs to be equal to or lesser than the designated limit of five.

To apply online for one or more jobs via a singular application, please complete the following steps:

1 ▶ Click the check boxes beside each job you are interested in submitting an application for and click the “Apply for selected jobs” button.

Apply for selected jobs

Show All results per page Total Rows: 16 Prev Next

**Grad Assistant - Full Time**

<input checked="" type="checkbox"/>	<b>Job Title:</b> 07G Mgt Info Sys-IT Research GA <b>Wage:</b> See job details. <b>Openings:</b> 1	<b>Hours:</b> 16 / week	<b>Employer:</b> Accounting & Mgmt Info Sys <b>Listed:</b> 10/14/2013	
<input type="checkbox"/>	<b>Job Title:</b> 03G Computer Lab GA <b>Wage:</b> See job details. <b>Openings:</b> 1	<b>Hours:</b> 16 / week	<b>Employer:</b> Communication/Journalism <b>Listed:</b> 10/14/2013	
<input checked="" type="checkbox"/>	<b>Job Title:</b> 03G Tech Support Center GA 2 <b>Wage:</b> See job details. <b>Openings:</b> 1	<b>Hours:</b> 10 / week	<b>Employer:</b> Computer Center <b>Listed:</b> 10/14/2013	
<input checked="" type="checkbox"/>	<b>Job Title:</b> 03G Computer Science GA <b>Wage:</b> See job details. <b>Openings:</b> 1	<b>Hours:</b> 16 / week	<b>Employer:</b> Computer Science <b>Listed:</b> 10/14/2013	
<input type="checkbox"/>	<b>Job Title:</b> 04G Counseling Center GA 5 <b>Wage:</b> See job details. <b>Openings:</b> 1	<b>Hours:</b> 16 / week	<b>Employer:</b> Counseling Services <b>Listed:</b> 10/14/2013	

2 ▶ Pratt requires you to login. Some positions may also require you to validate you information against certain data within PrattJobs to determine whether or not you're eligible to apply for a specific job. If you fail to meet the requirements to apply for a specific job, you will be presented an error message detailing why you're ineligible for the job(s). If you meet the eligibility requirements to apply for the job(s) selected after passing validation, you will be taken directly to the online job application.

3 ▶ complete the form (shown below) and then click Submit when you are finished.




This form may ask different questions depending on the department that is posting the job. If you leave questions blank that are required to be answered, the system will not allow you to submit your application.

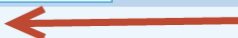
Some positions may require a resume to apply for a position. You can simply browse to your resume and click the “Open” button to attach your resume to your application.

4 ▶ Once you click Submit, the supervisor will receive an automated e-mail informing them of your application. Supervisors will be receiving many applications, so please do not expect an immediate reply. Supervisors will most likely contact you by email at the address you designate on your application.

You have completed the job application process!

### You are applying for the following jobs:

-  Accounting Supervisor
-  Test Off Campus Federal Work Study Jobs 121013
-  Clerk III

General	
First name	<input type="text" value="Roy"/> *
Middle name	<input type="text" value="a"/>
Last name	<input type="text" value="Rogers1"/> *
Email <i>Please use your institutional email address (if you have one)</i>	<input type="text" value="royrogers1@ngwebsolutions.com"/> * <input type="text" value=""/> (re-enter to confirm)
Student ID	<input type="text" value="11111111"/> *
Resume	<input type="button" value="Browse..."/> 
Phone	<input type="text" value="9045551212"/> *
Local Address	<input type="text" value="12233 Test St&lt;br/&gt;Jacksonville, FL 32222"/> *
City	<input type="text" value="jax"/> *
State	<input type="text" value="Florida"/> *
Zip Code	<input type="text" value="32225"/> *
<input type="button" value="Submit"/>	

## JobMail

JobMail is a system that notifies you automatically by email when jobs of interest to you are posted. To enable JobMail, you must login to Pratt Jobs. Your JobMail subscription can be accessed by clicking the “My JobMail” or “My Dashboard”.

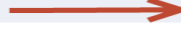
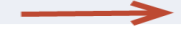
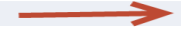
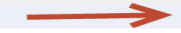
- 1 ▶ To configure your JobMail subscription, please click Add New Subscription next

### My JobMail Subscriptions



[Edit My Profile](#)

The JobMail system sends email to you when jobs of interest are posted. Add and edit your JobMail subscriptions below to determine what jobs you will receive JobMail about.

<b>On Campus Federal Work Study</b> «?» 		<b>[ Add New Subscription ]</b>
Subscription1		[ Delete Subscription ]
» Employer	2 selected	[ View/Modify ]
» Category	0 selected	[ View/Modify ]
» Employment Period	0 selected	[ View/Modify ]
<b>NSE</b> «?» 		<b>[ Add New Subscription ]</b>
There are no subscriptions for this job type.		
<b>JLD</b> «?» 		<b>[ Add New Subscription ]</b>
Subscription1		[ Delete Subscription ]
» Employer	0 selected	[ View/Modify ]
» Category	0 selected	[ View/Modify ]
» Employment Period	0 selected	[ View/Modify ]
<b>Off-Campus Federal Work Study</b> «?» 		<b>[ Add New Subscription ]</b>
There are no subscriptions for this job type.		

to the job type which you would like to receive JobMail.

- 2 ▶ Click [ View / Modify ] next to the search criteria that you want to use to limit your job search. For instance, if you want to limit your JobMail by jobs posted for particular times of year, click [ View / Modify ] next to Time Frame.

<b>On-Campus Jobs (FWS &amp; CWS)</b> «?»		[ Add New Subscription ]
Subscription1		[ Delete Subscription ]
» Employer	3 selected	[ View/Modify ]
» Category	2 selected	[ View/Modify ]
» Time Frame	1 selected	[ View/Modify ]
<b>Off-Campus Jobs (Federal Work Study)</b> «?»		[ Add New Subscription ]
Subscription1		[ Delete Subscription ]
» Employer	0 selected	[ View/Modify ]
» Category	0 selected	[ View/Modify ]
» Time Frame	0 selected	[ View/Modify ]
<b>On-Campus Non-FWS Jobs</b> «?»		[ Add New Subscription ]
There are no subscriptions for this job type.		
<b>Off-Campus Non-FWS Jobs</b> «?»		[ Add New Subscription ]
There are no subscriptions for this job type.		

3 ► When you click [ View / Modify ], a small menu will appear, allowing you to select the specific items of interest to you. For instance, to receive mail about summer jobs only, click [add] next to Summer and the item will move under the Selected Items list. When you have completed your changes, click [ Done ] at the bottom of the menu.

Choose Time Frame(s)

**Selected Items**

[ Remove All ]

None selected

**Available Items**

[ Add All ]

Fall [add]

Winter [add]

Spring [add]

Summer [add]

Academic Year [add]

Temporary [add]

[ Done ]

4 ► After you click [ Done ], you will be returned to the My JobMail Subscriptions . You can add additional criteria to filter your JobMail, but you must click the Save Subscription(s) button after you have completed all your changes. This will save your changes for all subscriptions. If the Save Subscriptions(s) button does not appear after you add or delete a subscription, it means your changes have

automatically been saved.

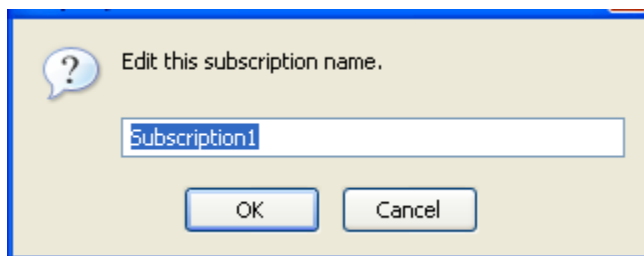
Note: You only need to select criteria that you want to use to narrow your job search. In other words, if are interested in any type of summer job, regardless of the job's Category or Employer, do not select any items for those two criteria. Only select summer for Time Frame.

If you do select multiple criteria, such as Time Frame and Category, JobMail will assume the following logic: OR within a particular criterion and among them. In other words, if you choose Time Frames Summer, Fall, and Winter and Category Laboratory, you will receive JobMail for the following jobs:

- Category: Laboratory AND Time Frame: Summer
- Category: Laboratory AND Time Frame: Fall
- Category: Laboratory AND Time Frame: Winter

You will not receive JobMail about a job with Category: Laboratory AND Time Frame: Spring, for instance.

5 ► You can create as many subscriptions as you would like. The subscriptions have no relationship to each other. If you want to re-name a subscription, click the name of the subscription, such as Subscription1, and a window will open allowing you to enter a new name.



6 ► Once you have saved any changes to your subscriptions, return to the student home page by clicking the link on the left-side navigation bar.

## Once you've been hired

Every student employee at Pratt must complete new-hire paperwork; this paperwork is similar for any kind of paid employment, off-campus or on-campus. **You cannot begin working until these forms are received. For on-campus employment, you will be given an official start date via email by Pratt's Payroll Department via email.**

### Paperwork to be completed by all students includes:

- ❖ **W-4 Form** – This is a standard hiring tax form all Pratt employees complete. Student employees who file exempt must complete a new form by February 1<sup>st</sup> on the following year.

- ❖ **I-9 Form** – This is the Employment Eligibility Verification Form issued by the Department of Homeland Security, which requires that all employees hired in the U.S. provide proof of their identity and employment eligibility. A list of acceptable documents (originals only) can be found on page 9 of the I-9, which can be downloaded from the Forms and Information section of PrattJobs. Please note that all documents must be unexpired.
- ❖ **Wage Protection Act** – This is a form required by the New York State Department of Labor. It informs all employees of their pay rate and payday. This form is completed by the supervisor and must be signed and acknowledged by students when they are hired or there is a wage change.
- ❖ **Assistantship Form** – For GA student hires only.
- ❖ **Employment Authorization Form – (Filled out by the department)** Form with hiring department information, wage amount, and signature of department.
- ❖ **Direct Deposit Form** -- (optional)
- ❖ **Social Security Letter -- (Required for International Students only)** Letter is needed for an international student to receive a social security number. Must be filled out department and brought to Human Resources.

You will need to bring these completed forms and documents to the Human Resources (HR) Office in Myrtle Hall on the 2<sup>nd</sup> floor. If you are an international student, you will need to bring your social security letter to the Office of International Affairs.

HR will accept and review these documents, and scan and forward the tax forms to the Payroll Office. Once Payroll has entered your information, you will receive the following email letting you know that you've been hired: