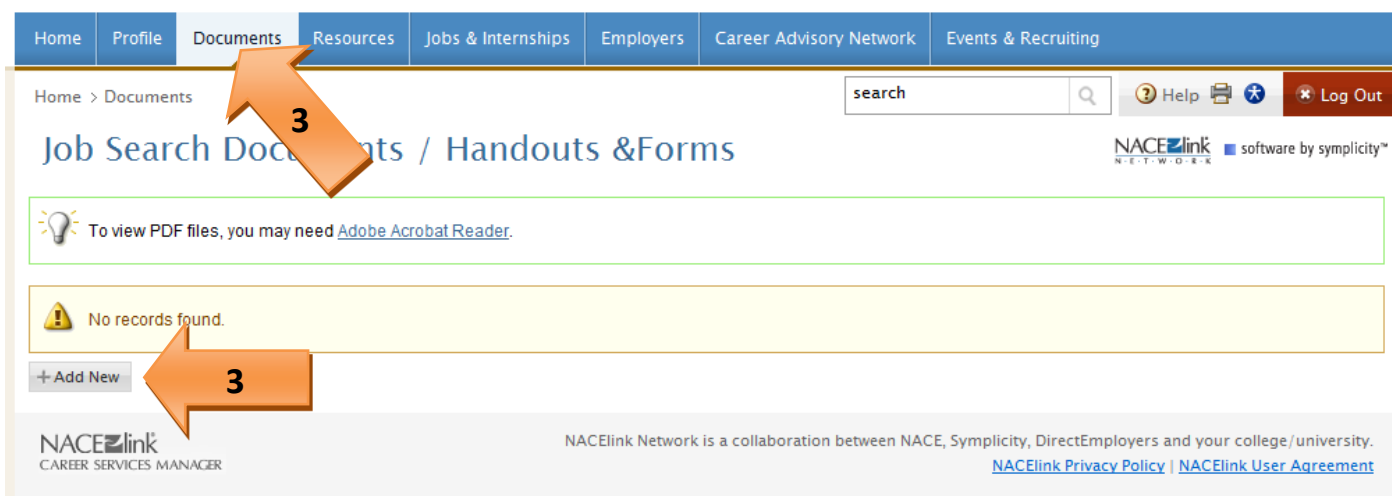


How to Apply for a Graduate Assistantship

1. Create an up-to-date resume and cover letter.
 - a. The cover letter should expand on any skills or qualifications appearing on your resume which you believe will strengthen your application (i.e. supervisory, language, writing, research, etc.). We also ask that you indicate in this letter your graduate program, how many credits you plan to be registered in both the fall and spring semesters, as well as if you will have outside employment or a practical experience (internship, student teaching, etc.).
 - b. Do keep in mind that your application will not be considered incomplete without both the resume and cover letter.
2. Visit [eCareerCenter](#), log-in and update/complete your profile.
 - a. First time logging in? Your username and password are your Saint Rose ID number.
 - b. Be sure to update your password when you log-in.
3. Click the **DOCUMENTS** tab to upload your RESUME and COVER LETTER.



4. Click **eCareerCenter JOBS & INTERNSHIPS** under the Jobs & Internships tab.

The screenshot shows the NACElink Jobs & Internships page. The top navigation bar includes links for Home, Profile, Documents, Resources, Jobs & Internships, Employers, Career Advisory Network, and Events & Recruiting. The 'Jobs & Internships' dropdown menu is open, showing options like 'eCareerCenter Jobs & Internships', 'NACELink Extended Job & Internship Search', 'Upstate 8 Paid Summer Internships', 'Capital Region Career Consortium Job Portal', 'On-Line Resources w/ Jobs & Internships', 'Job & Internship Websites (local and national)', 'Job & Internship Websites (by career field)', 'Career & Job Fairs', and 'Education Job Fairs'. An orange arrow labeled '4' points to the 'eCareerCenter Jobs & Internships' option. Below the dropdown, there is a search bar with a search button, a 'Help' link, and a 'Log Out' button. The main content area shows a search results summary: '507 results' and 'Items 1-20 of 507 (Results as of: Wednesday, January 25, 2012 | 3:02 pm)'. There are also filters for 'Keywords', 'Position Type', 'Job Function', and 'Jobs located within'.

5. Search for positions:

a. Click 'Advanced Search' and then select 'More Filters'. This will expand the search box.

The screenshot shows the NACElink Advanced Search page. The top navigation bar is the same as in the previous screenshot. The main content area is titled 'Job & Internship Postings'. Below the title, there are tabs for 'Jobs', 'My Favorites', and 'Applications'. The 'Jobs' tab is selected. The search bar is expanded, showing a search button and links for 'Advanced Search' and 'Saved Searches'. An orange arrow labeled '5a' points to the 'Advanced Search' link. Below the search bar, there are several filter sections: 'Exclude Jobs I've Applied For' (Yes/No), 'Jobs located within' (U.S. jobs only, maximum 150 miles), 'Industry' (a dropdown menu with options like Accounting Services, Administrative, Technical, and Professional Services, Aerospace/Defense, Agriculture, Arts and Entertainment, Automotive/Transportation Manufacturing, and Biotech/Pharmaceuticals), 'Job Function' (a dropdown menu), and 'Ignore National Jobs' (Yes/No). At the bottom, there are 'Search', 'Reset', and 'More Filters' buttons. An orange arrow labeled '5a' points to the 'More Filters' button.

- b. The search will then expand and add the fields found below. Under Position Type, please select 'Saint Rose Graduate Assistantship' and click the 'Search' button

Posting Date (last # days)

Ignore jobs with 'All Majors' selected
☐ Yes ☐ No

Travel Percentage
[no selection]
No Travel
< 10% Travel
< 20% Travel
< 30% Travel
< 40% Travel
< 50% Travel
< 60% Travel

City

Country
Afghanistan
Africa
Albania
Algeria
Andorra

Majors/Concentrations
☐ Check this box to search for records with no option selected
[select] clear

Position Type
Part-Time
Internship
On-Campus
Volunteer
Babysitting/Caregiver
Saint Rose Graduate Assistantship
Saint Rose Resident Assistant
Federal Work Study (for current students)

Industry (Advanced)
Accounting Services
Administrative, Technical, and Professional Services
Aerospace/Defense
Agriculture
Arts and Entertainment

State
Alabama
Alaska
Albany
Arizona
Arkansas

Work Authorization
[no selection]
US Citizen
Permanent Resident
H-1 Visa
Restricted
None

[Fewer Filters](#)

5b

5b

Note: You will not be able to search by department.

6. Select a position you are interested in.

Jobs Favorites Advanced Search Search Agents Applications

Keywords Position Type **Saint Rose Graduate Assistantship**
 (searches job title, ID, description, and employer name: min. 3 characters)
 See Advanced Search for more search options.

Jobs located within miles of zip code Job Function
 U.S. jobs only (maximum 150 miles).

1 results Items 1-1 of 1 (Results as of: Monday, January 30, 2012 | 2:42 pm)

[View Printable Job List](#) (0 items selected) SORT BY: **Date Posted** SHOW **20** per page

1. **Career Center Graduate Assistants**

[Apply](#)

Position Description All Graduate Assistants will meet with students/alumni during walk-ins and appointments hours; assist students/alumni in the career resource room, critique resumes/cover letters, conduct mock interviews, advise on job/internship and graduate school processes. They ... [More](#)

Application Deadline: Jan 31, 2012 Posted: Jan 25, 2012

EMPLOYER [The College of Saint Rose \(Graduate Assistantships\)](#) POSITION TYPE Saint Rose Graduate Assistantship

LOCATION Albany, New York ID 13758

Items 1-1 of 1 (Results as of: Monday, January 30, 2012 | 2:42 pm)

7. Read entire job description to make sure that you are qualified for the position and that you can meet the scheduling needs.

8. Click the **APPLY** button.

Career Center Graduate Assistants
 The College of Saint Rose (Graduate Assistantships)

Posted: Jan 25, 2012

JOB FUNCTION Education/Teaching **DESIRED START DATE** August 27, 2012

COMPENSATION TYPE One Time Stipend

DESCRIPTION
 Position Description
 All Graduate Assistants will meet with students/alumni during walk-ins and appointments hours; assist students/alumni in the career resource room, critique resumes/cover letters, conduct mock interviews, advise on job/internship and graduate school processes. They will all be involved in programming including the outreach/marketing efforts and coordination of events and the day-to-day operations of the Career Center, including the training and supervision of Student Assistants.

[Employer Profile](#)

WANT THIS JOB?

1 [Apply](#)

Important Dates
Posted On:
 Jan 25, 2012

Applications Accepted Until:
 Jan 31, 2012

Screening Criteria
Applicant Type
 Graduate Assistant Applicant

RELATED RESOURCES

[Salary Calculator](#)

[JOB CHOICES Free Digital Magazine](#)

HELP & SUPPORT

[Send a Question or Comment](#)

9. Select the **RESUME** and **COVER LETTER** you would like to submit.

- a. You can upload multiple resumes and cover letters to eCareerCenter if you wish. If you plan to utilize different resumes and/or cover letters for different job applications, just make sure they are labeled appropriately so that you submit the correct documentation.

10. Click **SUBMIT** button.

APPLY ✕

APPLICATION STATUS

Note on requested documents:
To apply for this graduate assistantship opportunity, please upload a copy of your resume and a cover letter. The cover letter should expand on any skills or qualifications appearing on your resume which you believe will strengthen your application (i.e. supervisory, language, writing, research, etc.). Additionally, we ask that you indicate how many credits you plan to be registered in both the fall and spring semesters, as well as if you will have outside employment or a practical experience (internship, student teaching, etc.) during either of these semesters. Do keep in mind that your application will be considered incomplete without both the resume and cover letter.

If you wish to apply, please select the document(s) to include and click Submit.

Choose a Resume to submit for this position.

RESUME: **9** → Resume*
+ Add New

Choose a Cover Letter to submit for this position.

COVER LETTER: ← **9** Cover Letter
+ Add New

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

NOTES:

ABC ✓ Check Spelling

Submit ▶ ← **10**

11. Once your application materials have been submitted and the hiring process begins, hiring supervisors will contact you regarding the interview process. Each supervisor may handle this process differently and in a different time frame. Please be patient during this process.

If you run into any issues with eCareerCenter, please contact the Career Center at (518) 454-5141. If you have questions about the assistantship process, please contact Graduate Admissions at (518) 454-5143 or grad@strose.edu