How to Find a Campus Job

Carnegie Mellon campus jobs are posted on the web in TartanTRAK. Follow these steps to become a registered user and have access to search for jobs:

1) Log-on the Career Center website: [www.cmu.edu/career/](http://www.cmu.edu/career/).
2) Click on TartanTRAK.
3) At the TartanTRAK site, choose either “First Time” or “Registered” Users. Registered Users- Login and skip to #8. First Time Users- Continue with #4.
4) For password access, enter the last eight digits of your Carnegie Mellon Student ID number.
5) To be a registered user, you must complete a User Profile. Mandatory fields are marked in red with an asterisk (*).
6) Complete and submit your User Profile.
7) If your User Profile is completed correctly, you will be given the option of going to the job search screen or entering a resume. Choose Continue to job search and other services.
8) At this site, Carnegie Mellon Career Center and a Welcome message to you will appear. From the menu, choose Search for Jobs/Internships. Campus jobs are posted in this section.
9) To search for campus jobs, use the Limit Jobs Search box located on the bottom left of the screen. Check the appropriate box or boxes, and click on the Search button at the bottom of the page.
10) To sort to find jobs, click on the Job Title heading at the top of the column. All similar jobs will be grouped together.
11) To view a job, click on it. If you are interested in applying for the job, and meet the qualifications listed, follow the “How to Apply” instructions in the job description.

Questions?? Contact the Career Center at (412) 268-2064/7052 or visit the Career Center website: [www.cmu.edu/career/](http://www.cmu.edu/career/).

OPPORTUNITIES

What types of jobs are available? All student jobs are categorized as either Work-Study eligible or Non-Work Study. In the job posting, under job qualifications, it will say either: Must have Federal Work-Study Eligibility, Prefer Work-Study or Any Qualified Student May Apply. Students can choose from a wide variety of positions with over 100 student job titles available. Some of these jobs include: Tutor, Office Assistant, Computer Programmer, Researcher, Administrative Support Assistant, Lab Technician, Web Master, Ambassador and Database Administrator.

Work-Study Jobs: If you apply for financial aid, you are automatically considered for a form of aid called Federal Work-Study. If eligible, a dollar amount will appear on your financial aid letter. Work-Study provides an opportunity to work and earn up to the amount of your “award.” If you have a work-study award, you can apply for any job that you are qualified for. Your work-study award will be used towards any jobs you have on-campus – this includes any federal community service job.

Non-Work Study Jobs: If you are not eligible, or did not apply for financial aid, you can still work on campus. Look for jobs that say, “Any Qualified Student May Apply” or “Prefer Work-Study” and that you have the qualifications listed in the job description.