



Eagle iJobs

Welcome!!!

Presented by:
California State University, Los Angeles
Career Development Center

What Is Eagle iJobs?

Eagle iJobs is the Career Center's new and exclusive web-based system that allows you to :

- Learn about Career Center events and workshops
- Search for on and off-campus jobs and internships
- Upload resumes, cover letters, and other employer-requested documents

Eagle iJobs is accessible from anywhere, 24/7, and is available to:

- Current CSULA students
- Students within their grace period quarter
- Career Center Associates and members of the Alumni Association

Creating Your Online Registration / User Profile Account

- All fields marked with a red asterisk are required. You MUST complete these fields in order to continue with the registration process.
- If you forget your password, click on, "Forgot Password?". You will be prompted to enter your username to retrieve your password. If you forget your username, please visit the career center with your student ID.
- You'll create a personal user name and password as part of the registration process. Please select a unique identifier for security reasons, but keep in mind that the user name and password you select should be easy to remember.
- Employers will have access to the information and resume on your profile account if you choose to grant access to them. However, this information can be denied at your request.

Special Features

- **Announcement Board**

This feature allows you to be informed about important upcoming events.

- **Calendar**

This feature provides you with up-to-date dates and times of our workshops and special recruiting events.

- **Employer Directory**

This special feature allows you to search for employers who indicated to us that they want to be contacted by students regarding employment opportunities.

Special Features (contin..)

- Job Search

This feature allows you to search for jobs opportunities on or off campus. In addition, you can filter down your search to get more specific results such as full-time, part-time, internships, or volunteer opportunities.

- Career Fair & Events

This special feature allows you to view upcoming events such as career fairs and information sessions. You'll also be able to get a list of companies participating in these events.

Upload Your Resume onto your Account

- Once you have created your resume using a standard word processing application, you can easily upload that file into Eagle iJobs.

- You can upload multiple resumes, cover letters, writing samples and unofficial transcripts.

Upload Your Resume onto your Account... (more info)

- Use the "Update" function if you have made offline changes to your resume and want to upload and replace that resume with the updated version.
- If you choose to use the REMOVE function, it will **remove all submitted resumes to potential recruiters. You will need to login and re-submit all resumes.**

- **Be sure to include your name on all materials you upload to your account.**



Eagle iJobs Registration

PROFILE ACCOUNT

Services for :

- Students
- Alumni & Others
- Faculty/Campus Staff
- Career Center Home
- Div. of Student Affairs
- Human Resources

Access exclusive job listings and services for Cal State L.A. students and alumni through our website Eagle iJobs. Eagle iJobs not only provides off-campus, on-campus, and internship positions, it also allows you to manage the application process, upload resumes, track your activity, register for events, and find career mentors!

Go to this URL.

New Users

If you have not used our online job site before, you will need to register. During the registration process you must provide an Access Code. **Your Access Code consists of the first letter of your first name in caps, the first letter of your last name in caps, plus the last six (6) digits of your Campus Identification Number.**

Example: A student is Maria Stone and her Campus Identification Number is 123-45-6789. Her Access Code is MS456789.

During registration you will complete your personal profile (about 5 – 10 minutes) and create your Username and Password. Record your username and password for future reference. You now have access via any computer with internet access.

New users, register here.

New users please [click here to register](#)

Returning users, enter username & password.

Returning Users

If you have used our online job services before (formerly provided through MonsterTRAK), please enter your username and password below:

User Name:

Password:

Login

[Forgot Password?](#)

Register

Please enter your personal information. All fields marked with an * are required.
After you have completed filling out this profile click **Register**.

Personal Information

* First Name:

Middle Name:

* Last Name:

* User Name:

* Password:

* Address Line 1:

Address Line 2:

* City:

* State/Province:

* Zip/Postal Code:

* Primary Phone:

Alternate Phone:

* Email:

Website:

* Access Code:

Personal Information

Please fill out all fields with a red asterisk.

Enter your "Access Code."

Demographic Information

*Classification:

Applicant Type: Standard Access

*Graduation Month:

*Graduation Year:

Overall GPA:

Major GPA:

*Degree Seeking or Attained:

*Major(s):

Additional required fields.

This section captures information that helps employers and advisors match job candidates to job postings.

To make selections, click the desired option in the Available field and click the right arrow to move it to Selected. To remove selections, click the undesired option in the Selections field and click the left arrow to move it back to Available.

NOTE: For fields that allow multiple selections, use CTRL to select more than one.

Languages

Available		Selected
American Sign Language	>	
Arabic	>	
Bengali	>	

PLEASE NOTE: The "Allow Employers to View Your Information?" field determines if your profile and resume will be directly available to employers. Select "Yes" to allow employers to search and view your profile. Select "No" to only allow employers in specific access to view your profile.
Once you have completed filling out this profile click **Register**.

NOTE: For fields that allow multiple selections, use CTRL to select more than one.

Additional Information

Job Function Preference: Accounting/Auditing, Actuary, Administration, Administration - K-12

Industry Preference: Accounting, Advertising/Marketing, Agriculture, Architecture/Urban Planning

***Allow Employers to View Your Information?** Yes

Job Search Status: [Dropdown]

Job Type(s) Preferred: 2-3 year, Coop, Full-Time Entry Level, Full-Time Experienced

Date Available: [Text Field]

Work Experience: [Dropdown]

Willing to Travel: [Dropdown]

Willing to Relocate: No

Geographic Preference: Africa, Alabama, Alaska, Arizona

Required field.

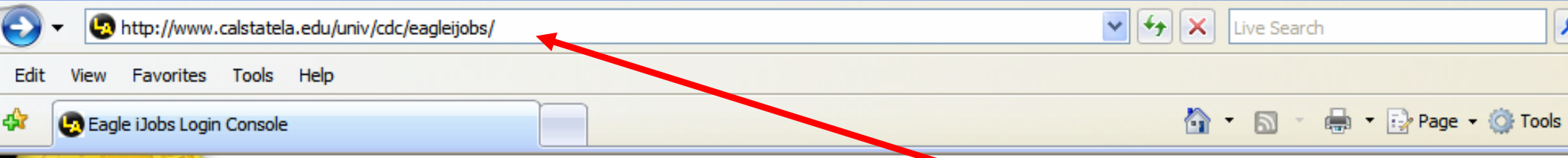
Click on "Register" once you complete your profile.

Register



Eagle iJobs

Resume Upload



Go to this URL.

- Services for :
 - Students
 - Alumni & Others
 - Faculty/Campus Staff
- Career Center Home
- Div. of Student Affairs
- Human Resources

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New users please [click here to register](#)

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If you have used our online job services before (formerly provided through MonsterTRAK), please enter your username and password below:

User Name:

Password:

Login

[Forgot Password?](#)

Returning users, enter username & password.



Career Development Center

Division of Student Affairs

Career Center Building • (323) 343-3237 • FAX (323) 343-3649



Home **My Account** Employer Directory Job Search OCI Schedules Career Fairs and Events Sign Out

- Home
- My Profile
- My Documents
- My Activity



Click on "My Documents."

- Report a Hire
- My Task List
- Saved Searches

To navigate the system use the menu items above.

Announcements

View All >

Welcome to Eagle iJobs!
 If you need assistance contact the Career Development Center
 Office hours: M-Th 8a.m.-6p.m., F 8a.m.-5p.m.
 Front Desk: (323)343-3237
careers@cslanet.calstatela.edu

Resource Library

Calendar

August, 2008 [Edit] [Month View]

Sunday	3
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- Quick Links
- Report a Hire
- Task List
- Used Searches

My Documents

Documents you have previously uploaded are listed below.

- **Add a new document** - click on the [Upload File] link.
NOTE: To upload a document it must be in either a Microsoft Word, PDF or RTF format.
- **View an existing document (PDF)** - click on the [View](#) link.
NOTE: To view documents, you must have Adobe Acrobat Reader, available free at www.adobe.com.
- **Download a document (Word)** - click on the [Download](#) link.
- **Update a document** - click on the [Update](#) link.
NOTE: To upload a document it must be in either a Microsoft Word, PDF or RTF format .
- **Remove a document** - click on the [Remove](#) link.
NOTE: If you only have one document it will automatically be the Default document. The Default document may not be removed.

Click on "Upload File" to initiate resume upload.

Employment Related Categories

Cover Letters [\[Upload File\]](#)

Resumes [\[Upload File\]](#)

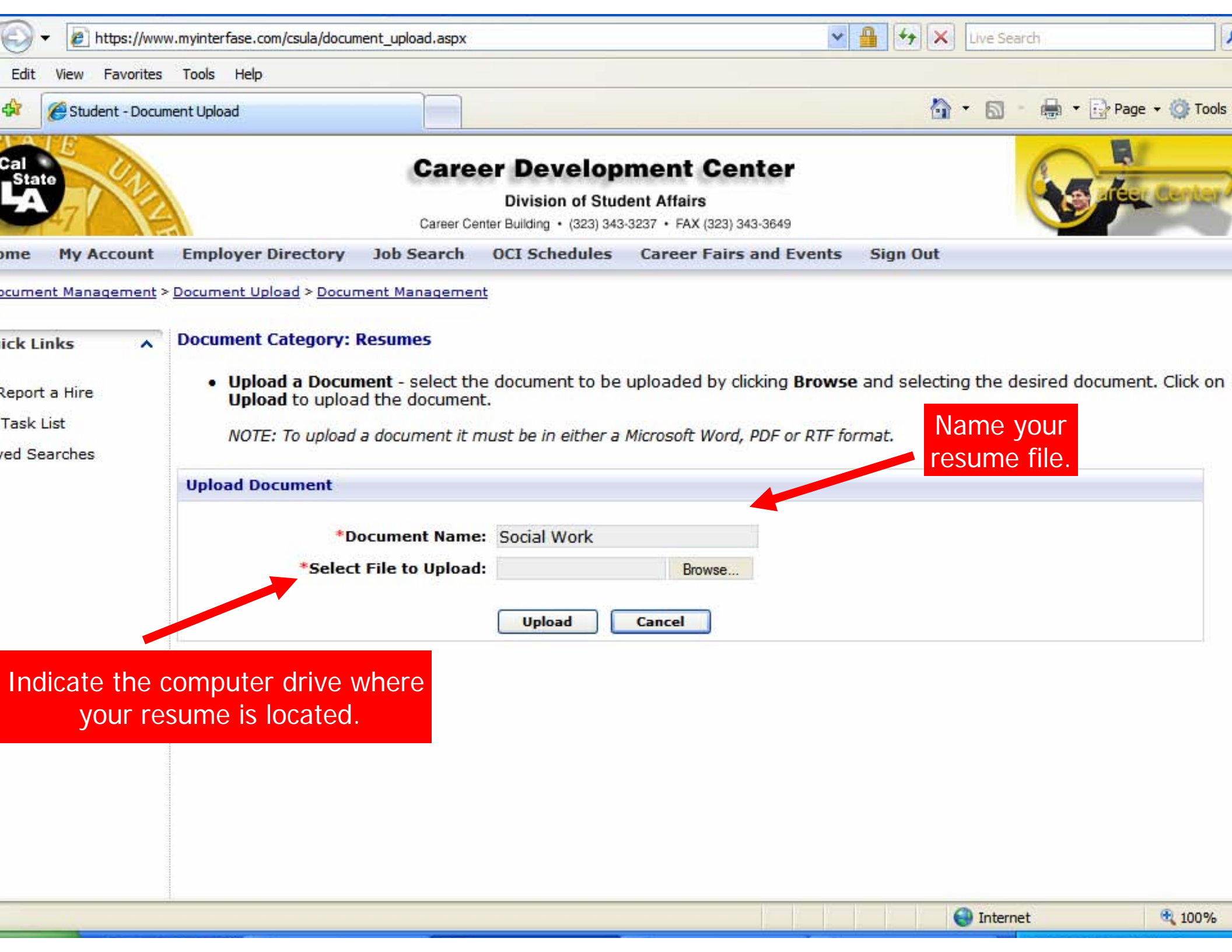
Default	Document	Date Submitted	Action
Default	My Resume	8/7/2008 12:41:56 PM	[View] [Download] [Update]

Transcripts [\[Upload File\]](#)

References [\[Upload File\]](#)

cover_letter [\[Upload File\]](#)

Writing Sample [\[Upload File\]](#)



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- Quick Links
- Report a Hire
- Task List
- Saved Searches

Document Category: Resumes

- Upload a Document** - select the document to be uploaded by clicking **Browse** and selecting the desired document. Click on **Upload** to upload the document.

NOTE: To upload a document it must be in either a Microsoft Word, PDF or RTF format.

Name your resume file.

Upload Document

*Document Name: Social Work

*Select File to Upload: Browse...

Upload Cancel

Indicate the computer drive where your resume is located.

Document Management > Document Upload > Document Management

- Quick Links
- Report a Hire
- Task List
- Saved Searches

My Documents

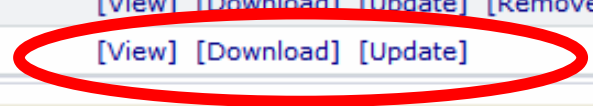
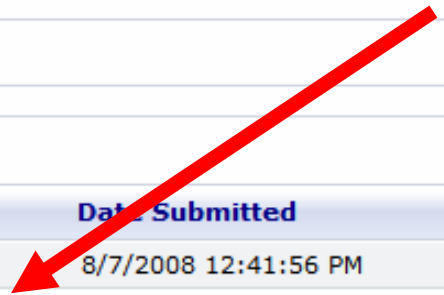
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- **View an existing document (PDF)** - click on the [View](#) link.
NOTE: To view documents, you must have Adobe Acrobat Reader, available free at www.adobe.com.
- **Download a document (Word)** - click on the [Download](#) link.
- **Update a document** - click on the [Update](#) link.
NOTE: To upload a document it must be in either a Microsoft Word, PDF or RTF format .
- **Remove a document** - click on the [Remove](#) link.
NOTE: If you only have one document it will automatically be the Default document. The Default document may not be removed.

Employment Related Categories

Cover Letters			[Upload File]
Resumes			[Upload File]
Default	Document	Date Submitted	Action
[Set as Default]	My Resume	8/7/2008 12:41:56 PM	[View] [Download] [Update] [Remove]
Default	Social Work	8/11/2008 12:41:14 PM	[View] [Download] [Update]

Resume upload successful.



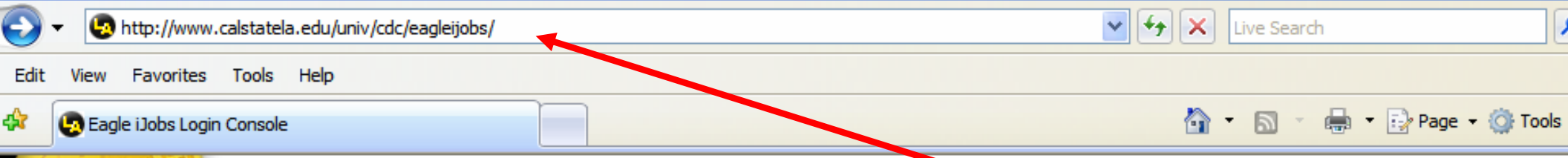


Eagle i Jobs
Exploitation



Search for On-Campus Jobs





Services for :

- Students
- Alumni & Others
- Faculty/Campus Staff
- Career Center Home
- Div. of Student Affairs
- Human Resources

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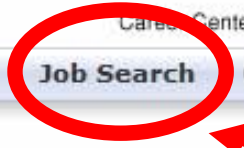
Career Development Center

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Home My Account Employer Directory **Job Search** OCI Schedules Career Fairs and Events Sign Out



Click on "Job Search" to begin process.

- Quick Links
- Report a Hire
- Task List
- Saved Searches

Welcome, Joe Student

To navigate the system use the menu items above.

Announcements

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careers@cslanet.calstatela.edu

Resource Library

Calendar

August, 2008 [Edit] [Month View]

Sunday 17	
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Click on "Search" to get results.



Search Reset

Keyword(s):

Job ID:

Post Date : -

Job Location City:

Expiration Date : -

Job Category: Accounting/Auditing
Actuary
Administration
Administration - K-12

Employer Name :

Industry: Advertising/Marketing
Agribusiness
Architecture/Urban Planning
Arts

Classification: Freshman
Sophomore
Junior
Senior

Position Type: Internship/Externship
On-Campus
Part Time
Summer

Degrees ? : Associate Degree
Bachelors Degree
Certificate Program
Credential

Majors :

Add/Remove

Job Location State: .
AK
AL
Alberta

Job Location Country: Afghanistan
Albania
Algeria
American Samoa



Click on "Job Title" to get more information.

[48 Jobs](#)
[1598 MonsterTrak Jobs](#)

Job Search Results

[\[Change Criteria\]](#)
[\[Save Search\]](#)

Change page: < < Prev 1 2 Next >

Displaying page 1 of 2, items 1 to 40 of 48

Job ID	Job Title	Employer Name	Applicant Type	Position Type	Job Location City	Post Date	Expiration Date
5678	FRONT DESK STUDENT ASSISTANT	UNIVERSITY POLICE/PUBLIC SAFETY		On-Campus, Part Time	Los Angeles	8/20/2008	9/20/2008
The Front Desk Student Assistants are responsible for customer service including: Greeting customers, answering phones, providing LiveScan fingerprin (more...)							
8356	OFFICE CLERK	INTERNATIONAL PROGRAMS AND SERVICES		On-Campus	Los Angeles	8/20/2008	9/15/2008
provide general assistance to the front office; answer phones, direct visitors as appropriate, schedule appointments, filing, copying and other offic (more...)							
8357	COMPUTER TECHNICIAN	INTERNATIONAL PROGRAMS AND SERVICES		On-Campus	Los Angeles	8/20/2008	9/15/2008
Position will work with director and counselors to update website design and subsequently information updates on a weekly basis. Assist with powerpo (more...)							
7917	FWS COPY EDITOR	UNIVERSITY TIMES		On-Campus	Los Angeles	8/15/2008	11/17/2008
Edits copy adhering to UT guidelines, verifies accuracy of questionable statements, edits opinions adhering to fair comment guidelines and standards. (more...)							
8005	FWS WEB NEWS COORDINATOR	UNIVERSITY TIMES		On-Campus	Los Angeles	8/15/2008	11/17/2008
Assist in design, installation, and maintenance of 'Cool State' web site and related operations; General clerical and office duties; installation of (more...)							
8322	OFFICE ASSISTANT	ART DEPARTMENT		On-Campus, Part Time	Art Department	8/15/2008	11/17/2008
Assist in the Admmministrative Office and the Student Services Office of the Art Department. Receptionist for the Student Services Area which includes (more...)							
6056	FACILITIES MANAGEMENT DEVELOPMENT/AUTOCAD	LIBRARY		On-Campus, Part Time	Library	8/14/2008	10/1/2008
Working under the supervision of the Facilities Coordinator, the Library Facilities Student Assistant performs assigned tasks in support of the overa (more...)							
5854	CIRCULATION DESK	LIBRARY		On-Campus,	Library	8/12/2008	10/5/2008

- Home Functions
- Apply Now
- Quick Links
- Report a Hire
- Task List
- Saved Searches

Viewing Job: 5678/FRONT DESK STUDENT ASSISTANT

Profile View


Position Information

Below you will find detailed information for this job. Click the link for **Organization Name** to view more information about the employer.

If **Apply Now** is available above, click it to submit your resume directly to this employer. If it is not, please read the Application Instructions below for details on how to send your resume to the employer.

*Job ID: 5678

*Job Title: FRONT DESK STUDENT ASSISTANT

Job Reference Num  : 101376485

Employer Name: [UNIVERSITY POLICE/PUBLIC SAFETY](#)

No of Openings: 1

Days/hours & duration of job:

Wage/Salary: \$8.25


Employment Start Date:

Employment End Date:

*Job Description: The Front Desk Student Assistants are responsible for customer service including: Greeting customers, answering phones, providing LiveScan fingerprinting and information. Issuing Lab keys to faculty,staff, and students. Processing of parking appeal forms, parking reservations, lost in the mail permits,forms for battery jumps, vehicle unlocks, handling directions and parking information over the phone. Transferring calls to Dispatch, taking messages for the police officers, keeping the Livescan and front Desk area clean and other duties as assigned.

Qualifications: Must be a full-time student with a minimum GPA of 2.0 and good customer service and communication skills, be detail oriented, and handle multiple tasks. Basic office or customer service experience desired. All applicants are required to pass a Department of Justice Livescan fingerprint background check as a condition of employment.

*Application Instruction: Submit Application to Career Center

On-line Application Address  :

Make sure to read all of the information.



Search for Off-Campus Jobs





Career Development Center

Division of Student Affairs

Career Center Building • (323) 343-3237 • FAX (323) 343-3649



Navigation menu: Home, My Account, Employer Directory, **Job Search**, OCI Schedules, Career Fairs and Events, Sign Out

- Quick Links
- Report a Hire
- Task List
- Saved Searches

Welcome, Joe Student

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Resource Library

Calendar

August, 2008 [Edit] [Month View]

Sunday 17	
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Click on "Job Search" to begin process.


Click on "Search" when fields completed.




Search Reset


Job ID:

Post Date: - Job Location City:

Expiration Date: -  Job Category: Accounting/Auditing
Actuary
Administration
Administration - K-12

Employer Name:


 Industry: Advertising/Marketing
Agribusiness
Architecture/Urban Planning
Arts

 Position Type: Full-Time Entry Level
Full-Time Experienced
Full-Time Mid Career
Internship/Externship

Classification: Freshman
Sophomore
Junior
Senior

Degrees: Associate Degree
Bachelors Degree
Certificate Program
Credential

Majors:
Add/Remove

 Job Location State: .
AK
AL
Alberta

Job Location Country: Afghanistan
Albania
Algeria
American Samoa

Select fields to look for off-campus positions. We recommend you use the fields with a star symbol to get best results.

section on the **Home** page.

- **Be emailed when new jobs are posted** - if you would like to be emailed when a new job meets your Saved Search criteria, click the checkbox that says, "Please send me an e-mail when any new jobs matching this search are available" when you are saving your search.

Click on "Job Title" for more information.

5 Jobs 0 MonsterTrak Jobs

Job Search Results [Change Criteria] [Save Search]

Change page: < <Pre 1 Next> > Displaying page 1 of 1, items 1 to 5 of 5.

Job ID	Job Title	Employer Name	Applicant Type	Position Type	Job Location City	Post Date	Expiration Date
8302	IT Intern	TELACU		Part Time, Temporary/Seasonal	Los Angeles, CA	8/12/2008	9/30/2008
Job Summary: Under close supervision of the Senior Vice President, and general supervision of the TCG Senior Vice President and Information Resource (more...)							
8180	GRANTS RESEARCH ANALYST	ECIVIS, INC.		Part Time	PASADENA	7/25/2008	8/31/2008
The Grants Research Analyst is responsible for analyzing federal, state and foundation funding opportunities on a daily basis. Success in this posit (more...)							
8181	RESEARCH ASSOCIATE	ECIVIS, INC.		Part Time	PASADENA	7/25/2008	8/31/2008
The Research Associate is responsible for thoroughly searching the web and other resources to identify funding opportunities and prioritize their rel (more...)							
7869	Student Advisor/Tutor- TS II	TELACU		Part Time	Los Angeles	7/3/2008	9/1/2008
Job duties: Under general supervision of the Academic Advisor, provides academic support and tutoring services to participants of the Talent Search I (more...)							
7870	Outreach Worker-TWX	TELACU		Part Time	Santa Fe Springs	7/3/2008	9/1/2008
Job duties: The Outreach Worker is responsible for providing outreach services under the Southern California Gas Company's (SCG) Direct Assistance Pr (more...)							

***Job Title:** Student Advisor/Tutor-TS II

Job Reference Num :

Employer Name: TELACU

No of Openings: 1

Days/hours & duration of job: T-W/10 hours per week

Wage/Salary: DOE

Employment Start Date: ASAP

Employment End Date: Permanent

***Job Description:** Job duties: Under general supervision of the Academic Advisor, provides academic support and tutoring services to participants of the Talent Search II Program. Supports the Educational Counselor and Academic Advisor in coordinating the identification of participants' academic needs. Assists participants in developing skills for required courses. Assists participants in the completion of homework and class assignments. Recommends study and work strategies to participants. Communicates with Educational Counselor, Academic Advisor and/or school teachers and counselors concerning participants' academic progress.

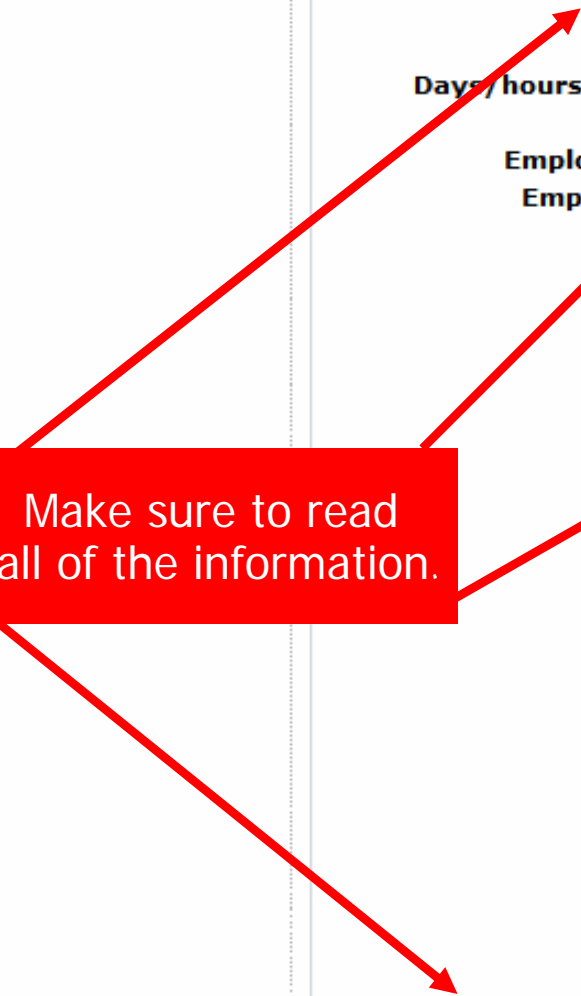
Qualifications: Qualifications: Applicant should have successfully completed at least two years of college work pursuing a Bachelor's Degree in Counseling, Psychology, Education or related field with a cumulative GPA of at least 2.7. Must have professional demeanor with excellent customer service skills and telephone etiquette; ability to work and communicate effectively with participants, parents and community; excellent written, oral and proofreading communication skills; proficient in the use of computers and software such as Microsoft Word and Excel; proficient in the use of e-mail communication and internet; demonstrated experience in working with populations of diverse cultural and ethnic backgrounds; good organizational skills; ability to work in a cooperative management setting; at ease in working with students in groups or individually; flexibility in adapting to changing assignments and priorities. Must be flexible in working some evenings and weekends as required. Bilingual in Spanish is preferred. Must provide his or her own transportation to school sites. Valid California Driver's License and proof of vehicle insurance are required.

Physical Job Description: Manual Dexterity - Work requires regular speed and accuracy for most of the working day. Physical Effort - Work requires infrequent physical demands, some driving. Working Conditions - Normal office conditions. Hazards - Little or no exposure to hazards. Equipment Use - PC, keyboard, copier, facsimile.

TELACU is an Equal Employment Opportunity, and At-Will employer.

***Application Instructions:** The following are current job openings at TELACU and its subsidiaries. If you are interested in a position, please submit your application materials, along with the job title to TELACU/Human Resources Department, 5400 E. Olympic Blvd., Suite 306, Los Angeles, CA 90022. You may also FAX it to 323.724.1143 (att: Human Resources Department/Employment) or email to TELACUCareers@TELACU.com.

Make sure to read all of the information.



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On-line Application Address ? :

Contact Information

First Name: Lilian
Last Name: Gonzalez
Address Line 1: 5400 E. Olympic Blvd., Suite 300
Address Line 2:
City: Los Angeles
State/Province: CA
Zip/Postal Code: 90022
Country:
Phone: 323.721.1655
Fax: 323.724.1143
Email: lgonzalez@TELACU.com
Website: www.TELACU.com

Posting Information

***Job Location City:** Los Angeles
Job Location State: CA
Job Location Country: United States of America
***Job Category:** Education, Training and Library
***Position Type:** Part Time
Work Authorization:
Degrees ? :
Majors: Psychology (BA)
***Post Date:** 07/03/2008
***Expiration Date:** 09/01/2008



**Thank You &
Good Luck**

Contact Information:

Career Development Center

careers@cslanet.calstatela.edu

323.343.3237