

SIMPLE STEPS TO SEARCHING IN PRO

STEP 1: After logging into the system, scroll your mouse over the header “JOBS” and select “CURRENT JOBS & INTERNSHIPS”

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Log Out

Home

Welcome, Sal

Current Jobs & Internships

Past Internship Directory

All enrolled students and alumni/individuals registered with Career Services at UW-Green Bay have full access to the services described below. Please click on the tabs on the main toolbar above to navigate.

If you have questions about your level of access, please contact Career Services at UW-Green Bay.

- To enter/update your profile - Select My Account > My Profile.
- To upload/edit your resume - Select My Account > My Documents.
- To locate employers for contact information and websites - Select Employers.
- To search for full-time and part-time employment as well as internships - Select Jobs > Current Jobs & Internships.
- To review a directory of previous internships offered to UW-Green Bay students - Select Jobs > Past Internships.
- To view interview opportunities on campus - Select Campus Interviews.
- To view upcoming programs and workshops both on and off campus - Select Career Events Calendar.
- To view employers that have received your resume through a referral and your interview activity - Select My Account > My Activity. (Links will become available once you have activity in these areas.)

Additional career information and materials will be made available through Online Resources on the main tool bar.

Account Summary

Profile Last Modified: Friday, January 06, 2012
[Update Profile](#)

Current E-mail Address: [Change Email](#)

Default Resume Last Modified: No document on file
[Update Resume](#)

Employer Can See Resume: No [Change](#)

Connect With Us

STEP 2: Use the basic search option “Position Type.” Select the position types you qualify for (holding CTRL to select more than one): “On Campus Non Work Study” “On Campus Work Study” “Off Campus Non Work Study” “Off Campus Work Study”

OR Use the **Advanced Search Option** and search by “Job Function” or “Job ID”

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Resource Library

My Favorites

I want to ... ▾

View My Activity

Career Connector Articles & Resources

Find advice & articles from internship experts, career counselors, & resume writers.

courtesy of CollegeRecruiter.com

Job Search

CURRENTLY THERE ARE TWO MENU CATEGORIES TO SEARCH FOR JOBS - SEE DETAILS:

Current Jobs & Internships searches and displays jobs and internships that are open and currently available.

Past Internship Directory searches INTERNSHIPS ONLY that have been listed previously for UW-Green Bay students. Students need to contact the organization(s) to see if the internship is currently offered/available. Contact information may not be current, therefore inquire in general with the organization about the availability of the internship.

VERIFY THAT YOU HAVE SELECTED THE CORRECT SUB-MENU UNDER JOBS FOR SEARCHING:

Please select applicable criteria below to search for jobs/internships. Keyword(s) will search for the value entered in the **job title** and **job description** fields only. For multi-select criteria, hold down CTRL while you click to select more than one.

To locate positions on-campus or work-study related, please review and select criteria from Position Type. For definitions of the different position types click [here](#).

DISCLAIMER: Career Services does review all positions posted and all requests for direct posting access from employers. Posting of opportunities does not represent an endorsement. Job seekers are advised to research and explore any employer or opportunity thoroughly. Our complete disclaimer is available [here](#).

Keyword:

Position Type:

Off campus non-Work-Study

Off campus Work-Study

On campus non-Work-Study

On campus Work-Study

Search

Advanced Search

Clear

OR

Jobs (3)

Juju (1)

Your search results should look similar to those below. If you are interested in learning more about a specific position, select the “**Job ID**” or “**Job Title**” highlighted in blue.

To help organize your search, use the “**Sort By**” function.

Job Results

Viewing records 1 - 10 of 15 Prev | [1](#) | [2](#) | Next

Sort By: **Date Posted** Descending | Expand All

52645 / After School Program Staff Greater Green Bay YMCA	Job Location (City,State): Green Bay, WI	Position Type: Off campus non-Work-Study, Off campus Work-Study	Date Posted	Add To Favorites	Expand
52646 / Enrichment Presenters Greater Green Bay YMCA	Job Location (City,State): Green Bay, WI	Position Type: Internship, Off campus non-Work-Study, Off campus Work-Study	Apply By: 1/29/2012	Add To Favorites	Expand
52251 / Gymnastics Instructors Greater Green Bay YMCA	Job Location (City,State): Green Bay, WI	Position Type: Off campus non-Work-Study, Off campus Work-Study	Apply By: 1/7/2012	Add To Favorites	Expand

Another great way to keep track of the positions you’re most interested in is selecting the “**Add to Favorites**” button and then viewing these jobs together on the “**My Favorites**” page. The system will automatically save your favorites, so when you log in next time you can find these jobs faster.

50316 / Student-2-Student Call Team UW-Green Bay - Admissions	Add To Favorites		
Job Location (City,State): Green Bay	Position Type: On campus Work-Study	Apply By: 1/27/2012	Expand

Create a **JOB AGENT** and have the PRO system email you when a job is posted that meets your specific search criteria. All you have to do is select the “**Email me New Jobs for this Search**” at the top of the Job Results page. Title your new job agent and select save.

Jobs (5) Juju (1)

[Save Search](#) [Email me New Jobs for this Search](#)

Job Results

Viewing records 1 - 5 of 5 Prev | [1](#) | Next

Sort By: **Date Posted** Descending | Expand All

52693 / Front Desk Attendant UW-Green Bay - Archives Dept.	Remove From Favorites		
Job Location (City,State): Green Bay, WI	Position Type: On campus non-Work-Study, On campus Work-Study	Apply By: 1/20/2012	Expand