LionJobs for Students
Registration & Job Search Instructions
Part-time & Full-time * On- & Off-Campus * Internships & Co-Ops

Register with LionJobs to view and apply for jobs. LionJobs lists local part-time positions both on- and off-campus, as well as local and national full-time positions, internships, and co-ops. All students, in particular graduating seniors, are encouraged to register.

**First Time Registration:**
1. Go to career.una.edu/LionJobs. Click FOR STUDENTS.
2. Click REGISTER. Enter the information requested and click SUBMIT.
3. Next you will receive two emails at the address you entered. One has a confirmation link that you must click to complete the registration process. The other email contains your username and password.
4. Log in and complete the remaining sections of the PROFILE tab. (You must do this to access the other tabs. You can change your password on the PASSWORD/PREFERENCES tab if you wish.)

To apply for most jobs, you must have an “approved” résumé in the LionJobs system. We recommend you submit a résumé shortly after registering. You won’t be able to apply for most jobs until your résumé is approved. *Don’t forget to update and re-submit your résumé each semester!*

**To Upload a Résumé:**
First, view sample résumés at career.una.edu! When your résumé is finished and you’re ready to submit:
1. Click the DOCUMENTS tab.
2. Click ADD NEW.
3. BROWSE to the location where your résumé is saved.
   - Your résumé will be reviewed by the CPD staff
   - If it needs to be corrected or changed, you will receive an email with comments and instructions
   - Make the suggested changes and re-submit
4. **When your résumé is approved, you will be able to apply for jobs.**

**To Search for Jobs:**
1. At the top of your profile page, click the JOBS tab. Next click CSM JOBS.
2. Indicate the POSITION TYPE you are seeking (part-time or full-time, on- or off-campus, internship or co-op).
3. Click SEARCH, or further restrict the search as you wish.
4. Scroll down to view the list of positions. Click on the JOB TITLE of the position that you wish to review.
5. Follow the instructions to apply for the job. **In most cases, you will not be able to apply for the job if you do not have an approved résumé on file.**

Please email careerservices@una.edu or call (256)765-4276 if you have any questions.