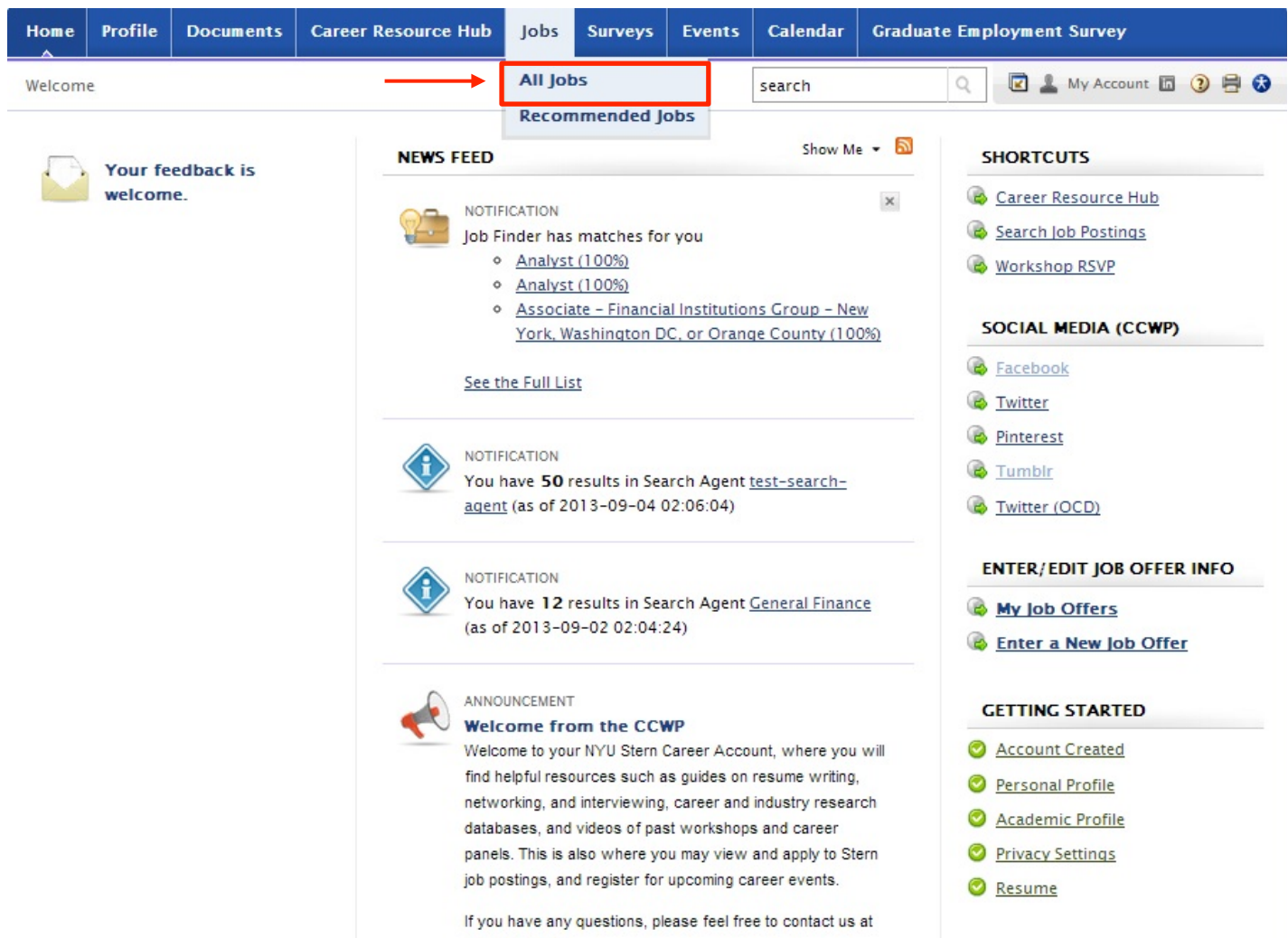


## How to Search Job Postings

Career Account is a lifelong resource that is available to all Stern students and alumni. This online tool can be used to access job postings tailored to the Stern population.

If you are current student, you are able to access Career Account through [Stern Links](#). If you are a degree holding Stern graduate, you are able to access Career Account through [SternConnect](#).

**STEP 1:** Once you are signed into Career Account, mouse over **Jobs** select **All Jobs**.



The screenshot shows the NYU Stern Career Account interface. At the top, there is a navigation menu with tabs for Home, Profile, Documents, Career Resource Hub, Jobs, Surveys, Events, Calendar, and Graduate Employment Survey. The 'Jobs' tab is highlighted, and a red box is drawn around the 'All Jobs' link, with a red arrow pointing to it. Below the navigation menu, there is a search bar and a 'My Account' link. The main content area is divided into three columns. The left column contains a message: 'Your feedback is welcome.' The middle column is titled 'NEWS FEED' and contains three notifications: 'Job Finder has matches for you' (listing Analyst (100%), Analyst (100%), and Associate - Financial Institutions Group - New York, Washington DC, or Orange County (100%)), 'You have 50 results in Search Agent test-search-agent (as of 2013-09-04 02:06:04)', and 'You have 12 results in Search Agent General Finance (as of 2013-09-02 02:04:24)'. The right column is titled 'SHORTCUTS' and contains links to Career Resource Hub, Search Job Postings, Workshop RSVP, Facebook, Twitter, Pinterest, Tumblr, and Twitter (OCD). Below the shortcuts, there is a section for 'ENTER/EDIT JOB OFFER INFO' with links to My Job Offers and Enter a New Job Offer. At the bottom of the right column, there is a section for 'GETTING STARTED' with links to Account Created, Personal Profile, Academic Profile, Privacy Settings, and Resume.

### Visit the CCWP

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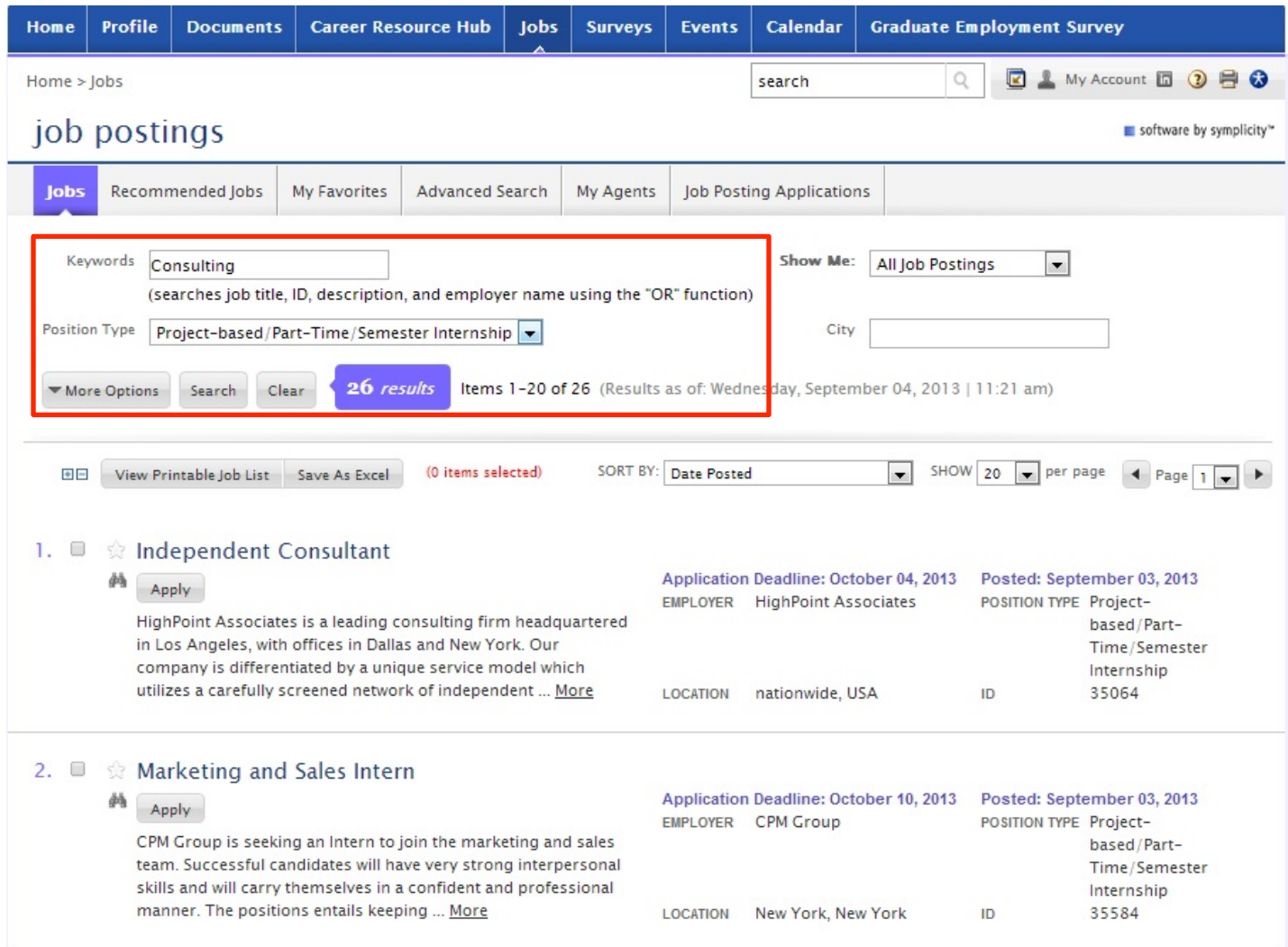
### Office Hours

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**STEP 2:** A list of preliminary filters and current openings will appear. You can use these filters to conduct a general search.

For example, if you were searching for project-based work in consulting, you would enter “consulting” in the **Keyword** field and select “Project-based/Part-time/Semester Internship” in the **Position Type** field, and select **Search**. Postings matching your criteria will appear.



The screenshot shows the NYU Stern Career Center job search interface. The top navigation bar includes Home, Profile, Documents, Career Resource Hub, Jobs, Surveys, Events, Calendar, and Graduate Employment Survey. The main content area is titled "job postings" and features a search bar with the text "search". Below the search bar, there are several tabs: Jobs, Recommended Jobs, My Favorites, Advanced Search, My Agents, and Job Posting Applications. The search filters are highlighted with a red box and include:

- Keywords:** Consulting (searches job title, ID, description, and employer name using the "OR" function)
- Position Type:** Project-based/Part-Time/Semester Internship
- Show Me:** All Job Postings
- City:** (empty field)

Below the filters, there are buttons for "More Options", "Search", and "Clear", along with a purple badge indicating "26 results". The search results are displayed in a table format, sorted by "Date Posted". The first two results are:

Rank	Job Title	Apply	Application Deadline	Employer	Posted	Position Type	Location	ID
1.	Independent Consultant	Apply	October 04, 2013	HighPoint Associates	September 03, 2013	Project-based/Part-Time/Semester Internship	nationwide, USA	35064
2.	Marketing and Sales Intern	Apply	October 10, 2013	CPM Group	September 03, 2013	Project-based/Part-Time/Semester Internship	New York, New York	35584

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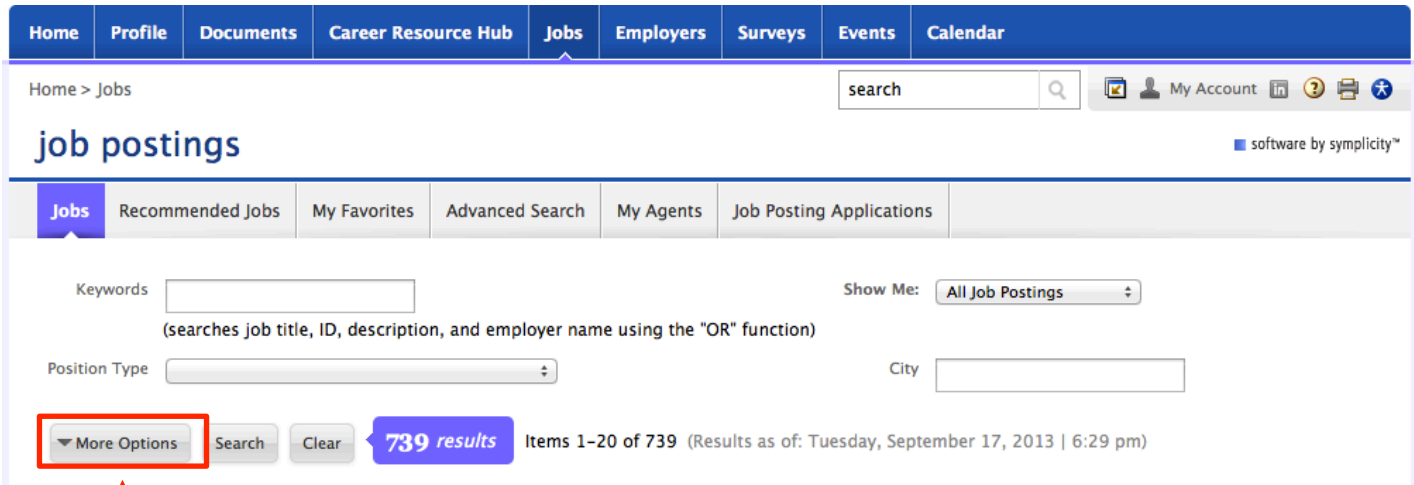
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**STEP 3:** To conduct a more specific search, select **More Options**



Home > Jobs

search

My Account

software by simplicity™

Jobs Recommended Jobs My Favorites Advanced Search My Agents Job Posting Applications

Keywords  Show Me: All Job Postings

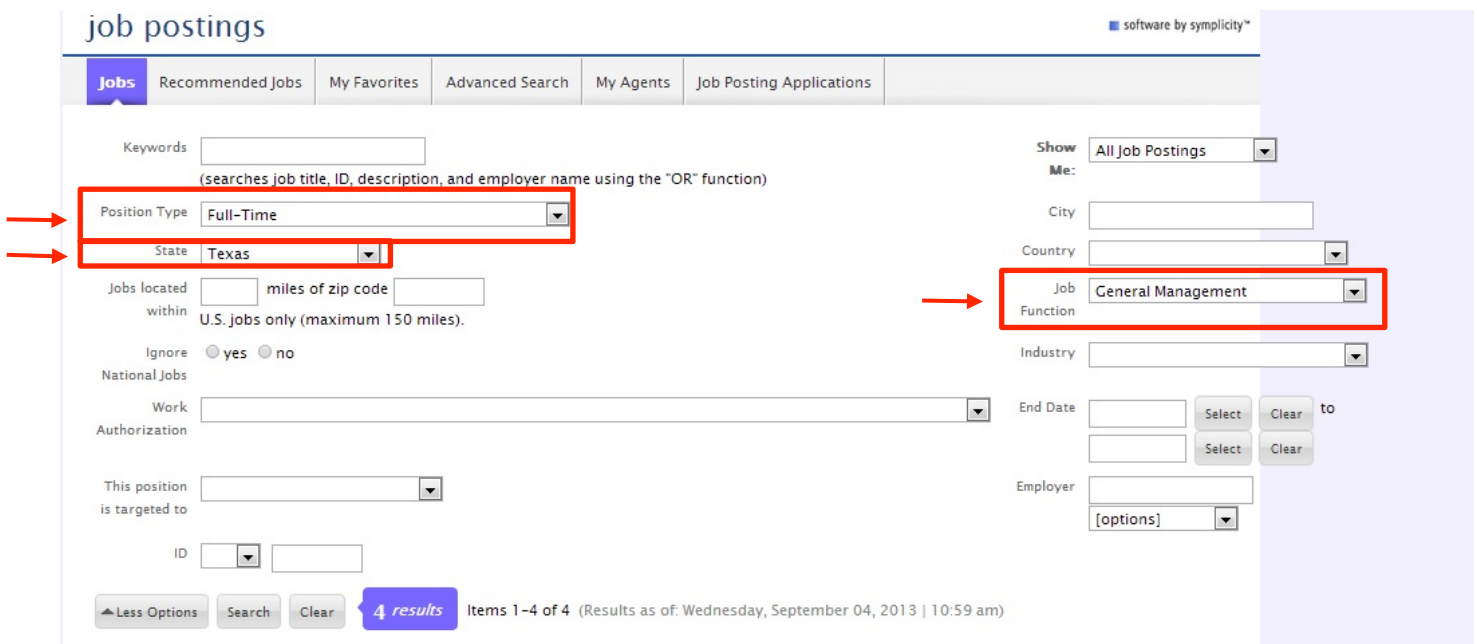
(searches job title, ID, description, and employer name using the "OR" function)

Position Type  City

**More Options** Search Clear **739 results** Items 1-20 of 739 (Results as of: Tuesday, September 17, 2013 | 6:29 pm)

**STEP 4:** A list of additional filters will appear. You will use these filters to conduct more specific searches.

For example, you may be looking for full-time, general management positions in Texas. You would adjust the **Position Type**, **State**, and **Job Function** fields. Then you would select **Search**. A list of postings matching your criteria will appear.



job postings

Jobs Recommended Jobs My Favorites Advanced Search My Agents Job Posting Applications

Keywords

(searches job title, ID, description, and employer name using the "OR" function)

Position Type **Full-Time**

State **Texas**

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

Ignore  yes  no

National Jobs

Work Authorization

This position is targeted to

ID

Show Me: All Job Postings

City

Country

Job Function **General Management**

Industry

End Date  Select Clear to  Select Clear

Employer

[options]

**Less Options** Search Clear **4 results** Items 1-4 of 4 (Results as of: Wednesday, September 04, 2013 | 10:59 am)

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**STEP 5:** Select the position title to view the detailed job description.

2.  ★ President ←

Application Deadline: September 23, 2013    Posted: July 26, 2013

EMPLOYER [Neighborhood Trust Financial Partners](#)    POSITION TYPE Full-Time

LOCATION nationwide, USA    ID 35778

Job Posting PRESIDENT Neighborhood Trust Federal Credit Union (NTFCU) seeks a President to lead the credit union, execute against its strategic plan for growth and expanded social impact, and manage NTFCU as a viable financial ... [More](#)

**STEP 6:** To apply for the role, review the details in the **Want this Job** section at the top, right corner of the screen.

Home | Profile | Documents | Career Resource Hub | **Jobs** | Employers | My Interviews | Surveys | Events | C

Home > Jobs > President (35778) search

## job postings

★ **President** WANT THIS JOB?

Neighborhood Trust Financial Partners →

Posted: Jul 26, 2013

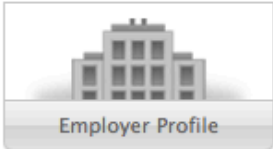
<b>POSITION TYPE</b>	Full-Time	<b>IS THIS POSITION PAID OR UNPAID?</b>	Paid
----------------------	-----------	---	------

**THIS POSITION IS TARGETED TO** Stern MBA Alumni

**DESCRIPTION**

Job Posting  
PRESIDENT

Neighborhood Trust Federal Credit Union (NTFCU) seeks a President to lead the credit union, execute against its strategic plan for growth and expanded social impact, and manage NTFCU as a viable financial institution and as a trailblazing social enterprise. About Neighborhood Trust Federal Credit Union (NTFCU)



Employer Profile

**1 Apply**

**IMPORTANT DATES**

**Posted On:**  
July 26, 2013

**Applications Accepted Until:**  
September 23, 2013

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The section will list one of three methods to apply for the position

- Apply online (through Career Account)
- Direct email
- Apply through an external website

**STEP 6:** To apply online (through Career Account), select **Apply**.



The screenshot shows a navigation bar with links: Home, Profile, Documents, Career Resource Hub, Jobs, Employers, My Interviews, Surveys, Events, and C. Below the navigation bar is a breadcrumb trail: Home > Jobs > President (35778). A search box is visible on the right. The main heading is 'job postings'. The job listing is for 'President' at Neighborhood Trust Financial Partners, posted on Jul 26, 2013. The position type is Full-Time, and it is a paid position. A red arrow points from the 'Paid' label to a red-bordered box containing a button labeled '1 Apply'. Below the job listing, there is a section for 'IMPORTANT DATES' with 'Posted On: July 26, 2013'.

You must have uploaded a resume to apply online through Career Account.

**Note:** If you do not see the **Apply** option and the company wants you to apply through Career Account, you will see a message prompting you to upload a resume. Refer to the ***How to Upload a Document to Career Account*** for instructions on how to upload your resume.

If you have any further questions, please call the CCWP at 212.998.0235 or e-mail us at [ccwp@stern.nyu.edu](mailto:ccwp@stern.nyu.edu).

We look forward to working with you throughout your career journey!

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