مكتب الشؤون المهنية للطلبة والخريجين

ALUMNI AND STUDENT CAREERS OFFICE

جـــامـــعـــة زايـــد
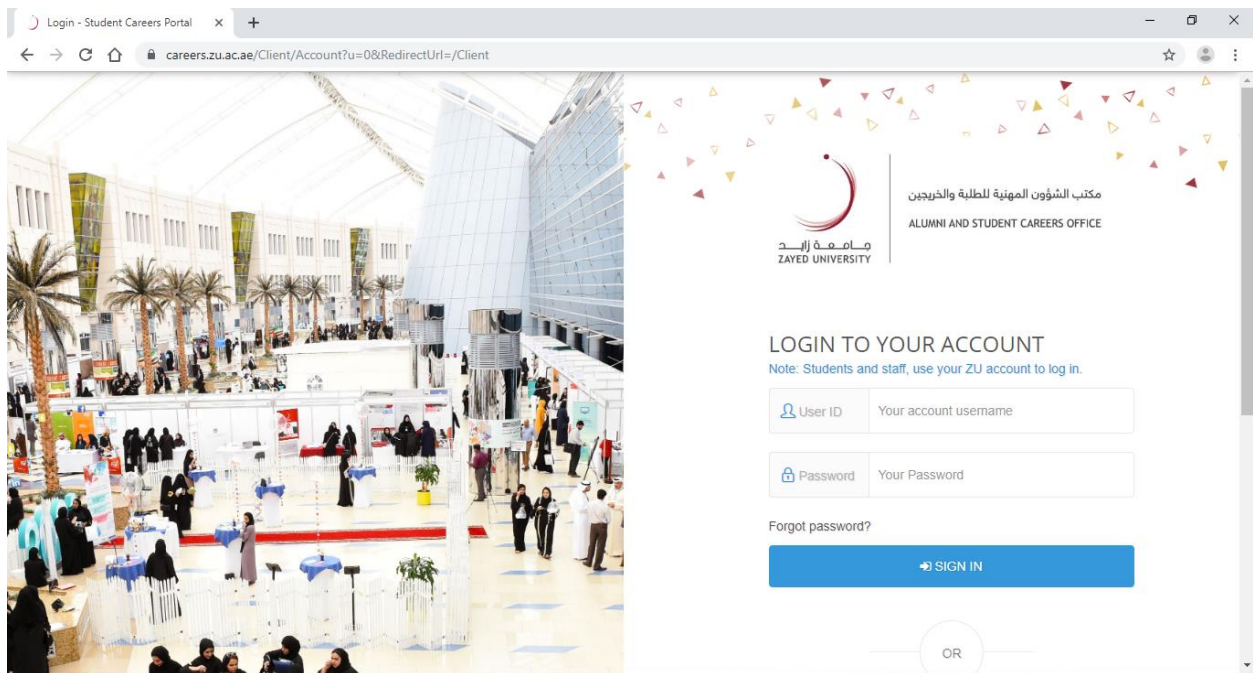ZAYED UNIVERSITY

ONCE Program
Careers Portal user guide

On Campus Employment (Part Time Job)

User guide:

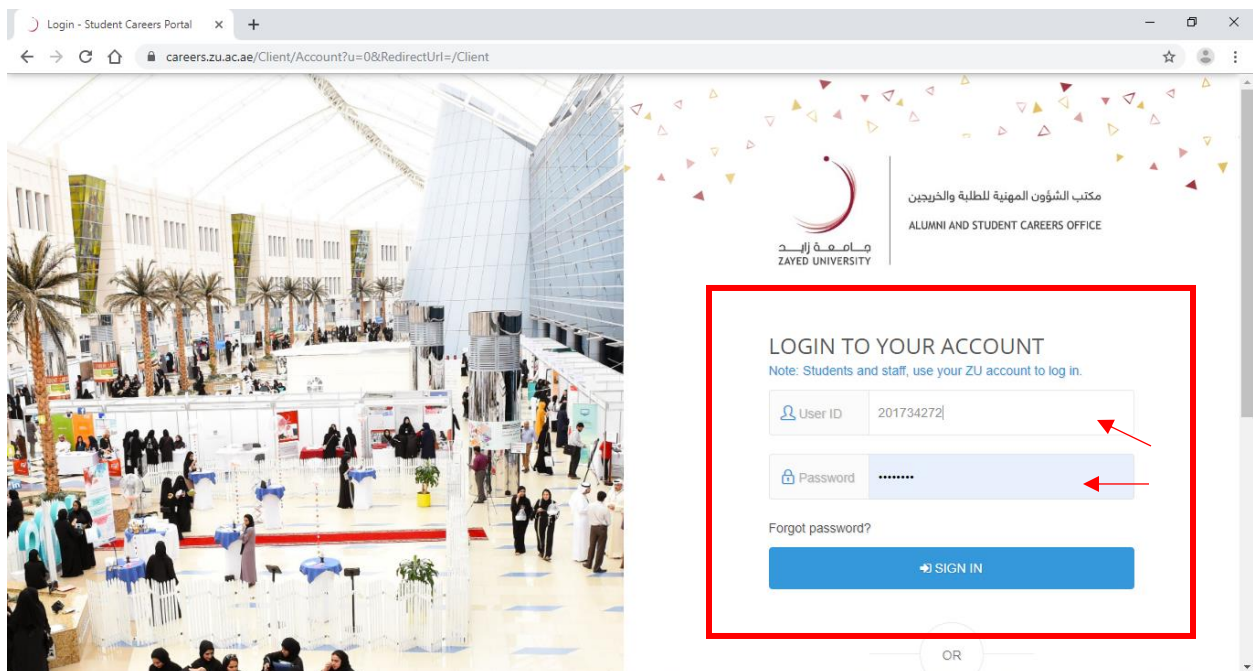To find part time job on campus opportunities, please follow the following steps.

1. **Log into https://careers.zu.ac.ae**

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١. الدخول إلى موقع https://careers.zu.ac.ae

</div>

2. **Enter your ZU credentials: ZU ID + ZU Password**

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٢. أدخِل الرقم الجامعي والرمز السري

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3. Click on EMPLOYMENT then click on Job Vacancies

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٣. الضغط على EMPLOYMENT ثم على Job Vacancies

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4. Search for the suitable job according to your qualifications and needs

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٤. ابحثِ عن الوظيفة الملائمة للمؤهلات والاحتياجات التي تناسبكِ

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5. Make sure that the Emirate and Employment type is suitable for your needs

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٥. يجب التأكد من توافق الإمارة ونوع الوظيفة مع رغباتكِ

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6. To know more about ONCE part time job, click on the Job Title

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٦. للمزيد من المعلومات عن شواغر العمل داخل الحرم الجامعي، يجب الضغط على العنوان الوظيفي

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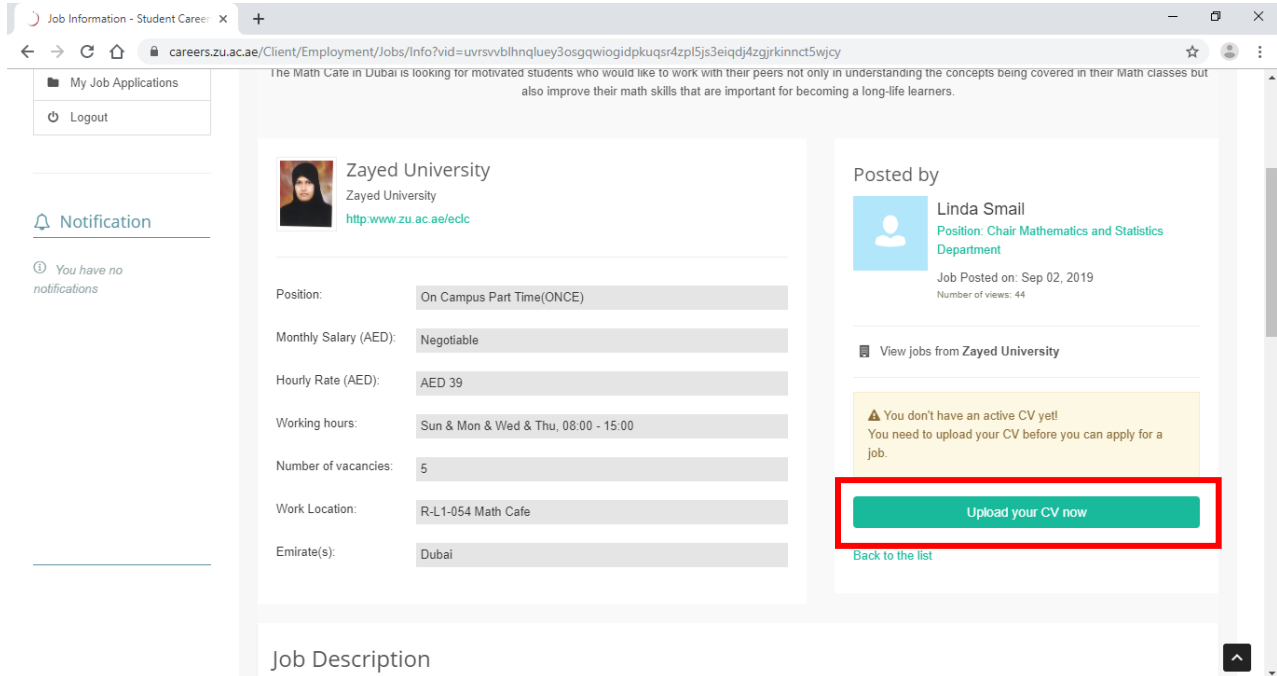## Math Tutor

Job title العنوان الوظيفي

Zayed University

The Math Café in Dubai is looking for motivated students who would like to work with their peers not only in understanding the concepts being covered in their Math classes but also improve their math skills that are important for becoming a long-life learners. Math Café tutors will help their peers with their math course work, give hints for homework, motivate students, prepare them for quizzes and exams in order to achieve better grades.

Apply now   ⊘ Posted on: September 02, 2019   ♀ Emirate: Dubai   💼 Employment Type: On Campus Part Time(ONCE)

7. After Checking, click on "Upload your CV now" and upload it.

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٧. بعد التأكد، يجب الضغط على "Upload your CV now"

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8. **After moving to the next page upload your CV**
9. **choose "On Campus Part Time (ONCE) next to "purpose of uploading CV".**
10. **Then Click on "save changes"**

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٨. بعد الانتقال للصفحة التالية، الرجاء تحميل سيرتك الذاتية
٩. اختيار "On Campus Part Time (ONCE) بجانب "purpose of uploading CV"
١٠. ثم الضغط على "Save Changes"

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Use the form below to upload a new CV or change your current CV. One of our Career Counsellor will review it and will get back to you with their suggestions (if any) as to how it could be improved to ensure it is viewed more positively by a prospective employer. **Once approved, your CV will be posted automatically.**

8.

Proposed new version: Choose File   No file chosen

9.

Purpose of uploading CV: On Campus Part Time(ONCE)

10.

Save Changes   Message Board

11. **Your all done! You will be receiving a notification if any opportunities are available on Portal.**

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١١. هكذا انتهيتِ! سيصلكِ إشعار إذا كانت هناك أي فرص متوفرة في الـPortal

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