

مكتب الشؤون المهنية للطلبة والخريجين

ALUMNI AND STUDENT CAREERS OFFICE

# ONCE Program Careers Portal user guide

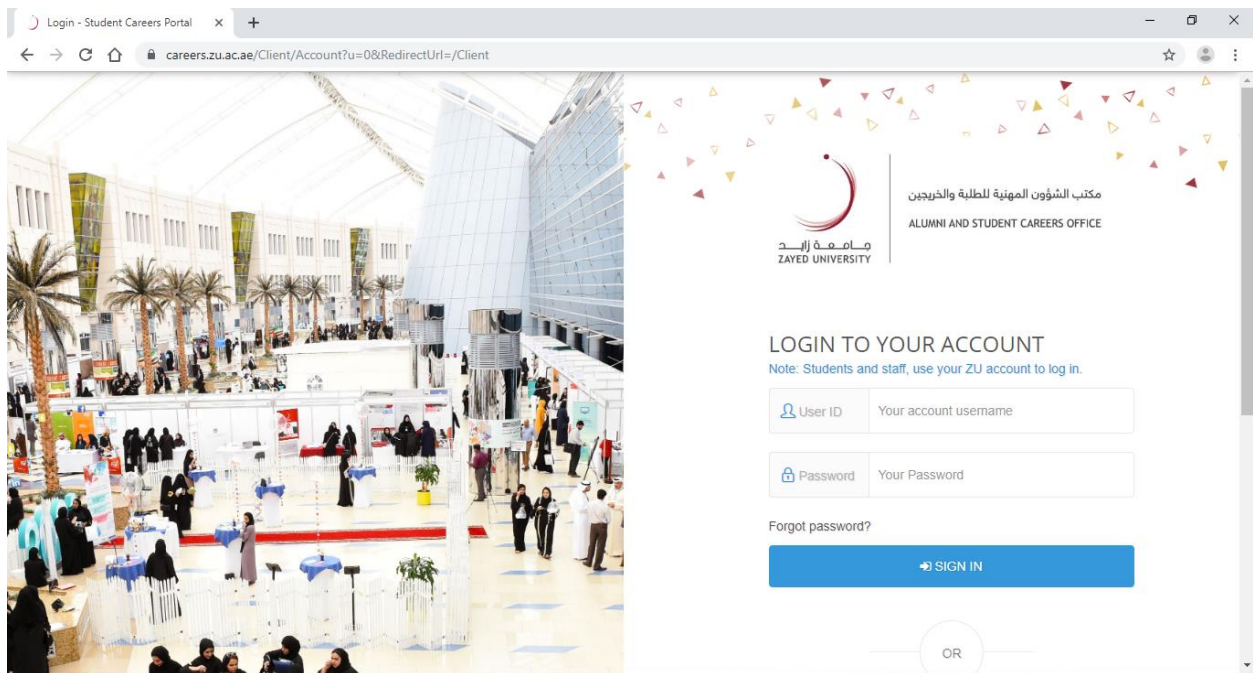
On Campus Employment (Part Time Job)

## User guide:

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

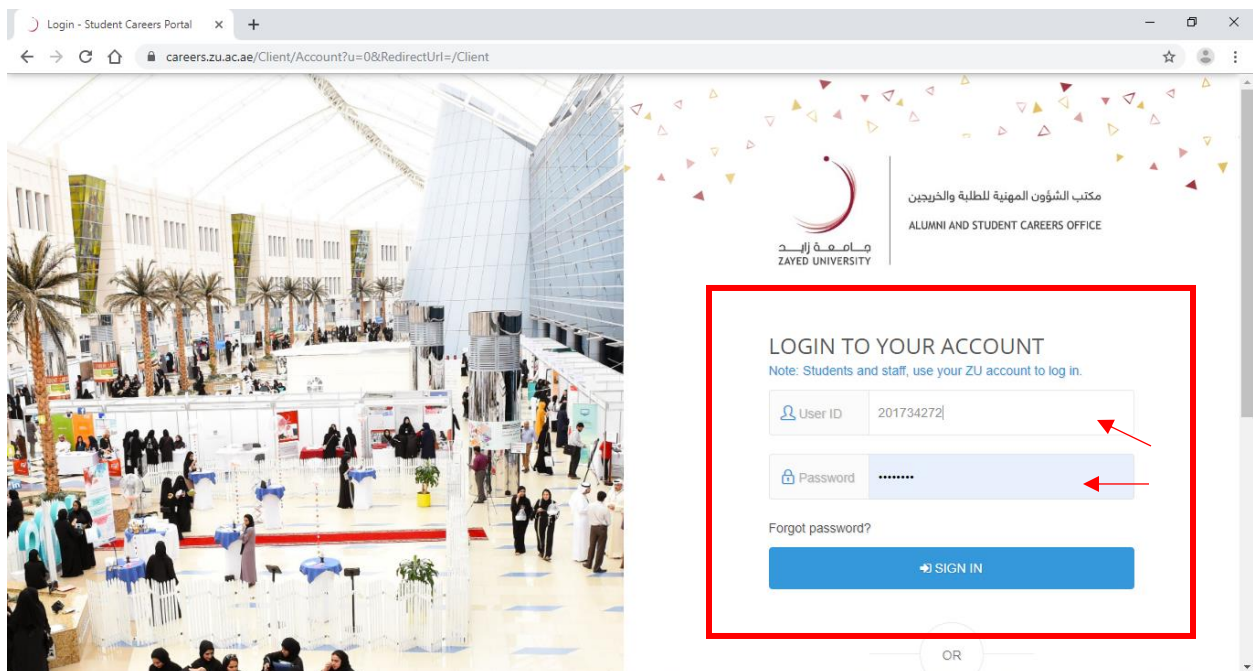
## 1. Log into <https://careers.zu.ac.ae>

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



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

٢. أدخل الرقم الجامعي والرمز السري



### 3. Click on EMPLOYMENT then click on Job Vacancies

٣. الضغط على EMPLOYMENT ثم على Job Vacancies

The screenshot shows the Student Careers Portal homepage. The 'EMPLOYMENT' menu is highlighted with a red box, and the 'Job Vacancies' option is pointed to by a red arrow. The page features a navigation menu on the left, a 'Home' section with a 'Student Career Office' banner, a 'WHAT'S UPI' section with a 'Career Spotlight Event' and statistics, and a 'Latest Job Postings' section with a job listing for 'MALE CAMPUS STUDENT AFFAIRS MARKETING, PROMOTION AND SOCIAL MEDIA ASSISTANT'.

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

٤. ابحث عن الوظيفة الملائمة للمؤهلات والاحتياجات التي تناسبك

The screenshot shows the Student Careers Portal job search page. The search bar is highlighted in yellow. The search results show a list of jobs, including 'Math Tutor' and 'Partnerships Internship'.

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

٥. يجب التأكد من توافق الإمارة ونوع الوظيفة مع رغباتك

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

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

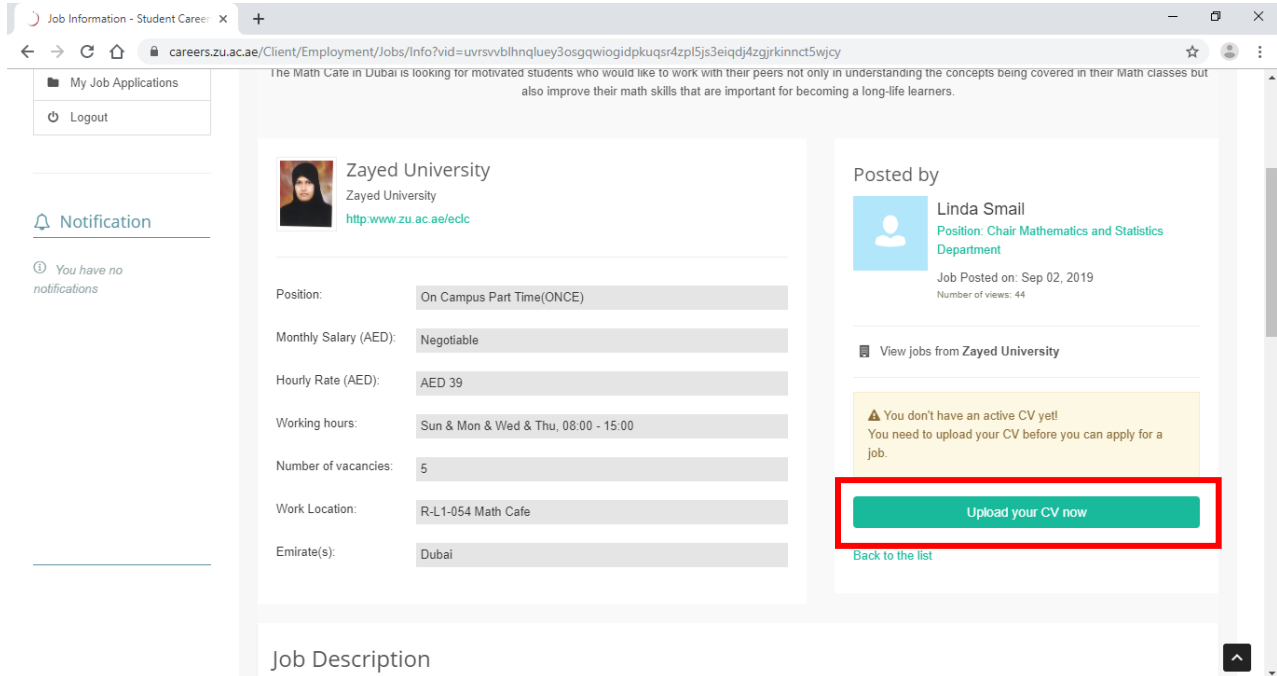


The Math Café in Dubai is looking for motivated students who would like to work with their peers not only in understanding the concepts being covered in their Math classes but also improve their math skills that are important for becoming a long-life learners. Math Café tutors will help their peers with 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.

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



The screenshot shows a web browser window displaying the careers page for Zayed University. The job title is 'Math Tutor' and the employment type is 'On Campus Part Time(ONCE)'. The job is posted by Linda Smail, Chair of Mathematics and Statistics Department. The job description mentions that the Math Café in Dubai is looking for motivated students to help with math course work. The 'Upload your CV now' button is highlighted with a red box. A notification message states: 'You don't have an active CV yet! You need to upload your CV before you can apply for a job.'

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”

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”

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.**

Proposed new version: 8.  No file chosen

Purpose of uploading CV: 9.  10.

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

١١. هكذا انتهيت! سيصلك إشعار إذا كانت هناك أي فرص متوفرة في ال Portal