Searching for Employers & Jobs and Internships
The Employer Directory

If you are interested in browsing the list of employers in Jobs4Saints, or if you are looking for a particular employer, click on the ‘Employer Directory’ link in the menu at the top of the page.

A list of all employers in Jobs4Saints will initially appear. You can do a basic search by Organization Name or City, or you can do an advanced search.
The Advanced Search

The advanced search feature allows you to filter your search by industry, employer type, and whether the employer is located on campus or off campus. If an employer has hosted Marymount interns in the past and is pre-approved for an internship, you may be able to search for the employer using the advanced search.

NOTE: The more specific you are with search terms, the fewer number of employers that will appear in the list of results.
**Employer Result Details**

Some basic details about an employer will appear in the results list. For more information about an employer, click on the employer’s name.

If an employer has any active jobs available in Jobs4Saints, a number indicating how many jobs are available will appear. The same is true if the employer has scheduled any on-campus interviews (Schedules) or any on-campus events (Events).
Job and Internship Search Category Options

To view available jobs, hover over the ‘Job and Internship Search’ link at the top of the page.

For internships, part-time (off-campus) jobs, full-time jobs, and Campus Employment positions, click on ‘Job Search.’

For Federal Work Study positions (available only to those who have been awarded a Federal Work Study financial aid award), click on ‘Work-Study Positions.’
Job Search (full-time, part-time (off-campus), internships, and Campus Employment (non-Federal Work Study))

All students have access to view job postings under the ‘Job Search’ category, which includes full-time positions, part-time (off-campus) positions, internships, and Campus Employment positions.

An initial list of all active job postings will appear. You can search these positions by Keyword or Position Type. For more search options, click on ‘Advanced Search.’
Advanced Search Options

Active job postings can be searched by several categories as seen above. REMEMBER: The more restrictions you place on the search, the fewer jobs will appear in the list of results. Please use these advanced search categories with restraint.
Position Result Details

Some basic details about an position will appear in the results list. In the screenshot above, note that each position includes: the position title, the name of the employer, the job location, the type of position, and the expiration date of the job posting. The expiration date is likely the same as or close to the application deadline, so it is an important detail to note as you search for positions.

For more information about a posting, click on the position’s title.
Indeed Jobs and Internships.com

In addition to the jobs posted in Jobs4Saints, students have the opportunity to explore active postings through Internships.com and Indeed Jobs. To view Internship.com or Indeed Jobs positions, click on the website name to pull up a new tab.
In the screenshot above, the ‘Indeed Job’ tab was selected and a list of active positions posted on the Indeed Job website appeared. To search these postings, use the Keywords, Company, and Location search boxes within this tab. To view more information about a position, click on the title of the position.

<table>
<thead>
<tr>
<th>Title</th>
<th>Company</th>
<th>Location</th>
<th>Posted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design Build Estimator</td>
<td>FA Design Build/Flooring America</td>
<td>Fairfax, VA</td>
<td>7/15/2013</td>
</tr>
<tr>
<td>FA Design Build is a 34 year old residential remodeling company based out of Fairfax and Woodbridge. We are currently looking for an estimator that is capable...</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quality Control Inspector for Residential Flooring Installation</td>
<td>Flooring America</td>
<td>Woodbridge, VA</td>
<td>3/26/2013</td>
</tr>
<tr>
<td>Flooring America of Woodbridge and Fairfax is currently accepting resumes for their Quality Control Inspector position. *Applicants must have a strong...</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal Banker (safe) 1 - Ash</td>
<td>Wells Fargo</td>
<td>Ashburn, VA</td>
<td>7/13/2013</td>
</tr>
<tr>
<td>Our vision is to satisfy all our customers’ financial needs, help them succeed financially, be known as one of America’s great companies and the number-one...</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Experienced Floral Designers - Mother’s Day</td>
<td>1800flowers of Fairfax</td>
<td>Fairfax, VA</td>
<td>5/5/2013</td>
</tr>
<tr>
<td>Earn top $$$ working for a local franchise of 1800flowers during the Mother’s Day holiday. We offer all shifts and the opportunity to earn extra $$ to pay off...</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
If you were awarded a Federal Work Study award as part of your financial aid package, you can apply for Work-Study positions through Jobs4Saints. To view these positions, click on ‘Work-Study Positions’ from the drop-down menu that appears under the ‘Job and Internship Postings’ link in the menu at the top of the page. Federal Work Study postings all have ‘FWS’ in the title, as seen in the screenshot above.
Applying to Positions

If an employer has indicated students can apply through Jobs4Saints, the ‘Submit Resume’ button will appear at the top of the job posting. If the ‘Submit Resume’ button does not appear, scroll down through the posting to the ‘How to Apply’ section for instructions on how the employer wishes students to apply.

NOTE: The ‘Submit Resume’ button will only appear after you have uploaded a resume into Jobs4Saints and had it approved by a Career Coach.