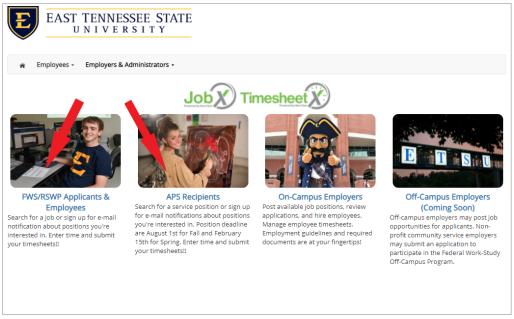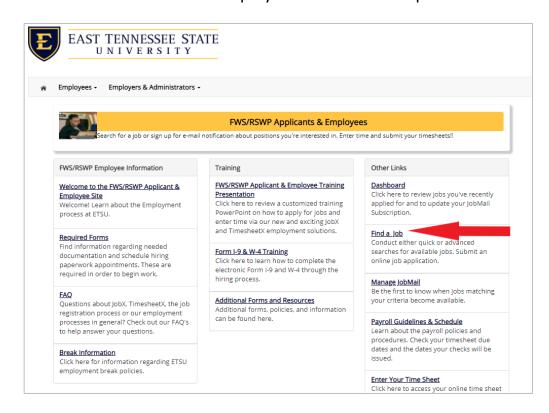# Search For a Job

1. Navigate to https://etsu.studentemployment.ngwebsolutions.com/ and click the ***FWS/RSWP Applicants & Employees*** link or if you are an APS Recipient click the ***APS Recipients*** link.

2. Click ***Find a Job*** on the FWS/RSWP Applicants & Employees page. If you are an APS Recipient, click ***Find a Service Position*** on the APS Recipients page. Or click ***Find a Job*** from the Employees menu at the top of the screen.
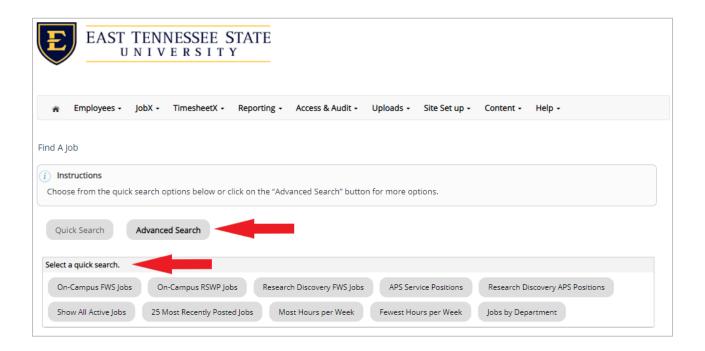
3. In order to view available job listings, you may be required to review and agree to one or more ETSU Disclaimer statements.

   a. An ETSU Disclaimer statement will be presented for each Job Type (On-Campus FWS, On-Campus RSWP, Research Discovery FWS, APS Service Positions, Research Discovery APS) you selected.

   b. After you've successfully reviewed the applicable ETSU Disclaimer Statement(s), you will be required to click the *I Agree* button(s) before any available jobs of that Job Type population will be presented.

4. After clicking the *I Agree* button, select a specific pre-defined *Quick Search* you would like to utilize to find a job.

   a. Otherwise, to define your own custom job search filters click *Advanced Search*.

5. Click the **Advanced Search** button to define your own job criteria you wish to search.

   a. Advanced Search enables you to search for jobs by the following:

      i. Keyword(s) Search

      ii. Search by Job Type Population (On-Campus FWS, On-Campus RSWP, Research Discovery FWS, APS Service Positions, Research Discovery APS)

iii. Job Category, Employers/Department, Time Frame, Wage, and Hours per Week