



Student's Manual

# JOB ON CAMPUS (JOC)

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brought to you by  
UTM Career Centre | [ecareer@utm.my](mailto:ecareer@utm.my)



1. Open your UTMAcad.
2. Click on **Job on Campus** menu.

**UTM** ONE STOP STUDENT SERVICES

**MAIN MENU**

- My Profile
- Activity List
- Course Registration
- Software Centre
- Job on Campus**
- GSMS
- E-Learning
- Students Evaluation of Teaching
- E-Portfolio
- Hostel
- College Parcel
- Vehicle Sticker NEW
- Scholarship NEW

**ABOUT UTM**

- FAQ UTM Synergy 4.0 NEW
- Achievements

**CORONAVIRUS (COVID-19)**

Information, advice and guidance about coronavirus for our University community.

**CIRCULAR**

**Click Job on Campus**

**UTM Circular**

- PEKELILING PERMOHONAN SURAT PENGESAHAN PELAJAR MELALUI PORTAL MyUTM NEW
- PEKELILING PENGGUNAAN PORTAL MYUTM DALAM PENGURUSAN AKTIVITI MAHASISWA NEW
- UTM Circular NEW
- SPS Circular - New Fee Structure For Registration Of Full Time Post Graduate Studies NEW
- PENGUATKUASAAN KAWASAN BEBAS ASAP ROKOK UNIVERSITI TEKNOLOGI MALAYSIA NEW
- PEWARTAAN LARANGAN PENGGUNAAN VAPE ATAU ROKOK ELEKTRONIK DALAM KAWASAN KAMPUS UNIVERSITI TEKNOLOGI MALAYSIA NEW
- Pekeliling Pelaksanaan Job on Campus (JoC) Secara Online NEW
- RESIDENTIAL COLLEGE APPLICATION AT UNIVERSITI TEKNOLOGI MALAYSIA (JOHOR BAHRU CAMPUS) FOR 2017/2018 ACADEMIC SESSION NEW
- IT ALERT: Wannacry Ransomware Attack NEW
- PENGGUNAAN SISTEM HADIAH AKADEMIK (PROGRAM PRA-SISWAZAH DALAM PORTAL MUTM) NEW
- PENGGUNAAN MODUL PRA PENDAFTARAN KURSUS BAGI PROGRAM PRA-SISWAZAH DALAM PORTAL MYUTM NEW

**FINANCE** **ACTIVITY** **UTMCC** **UTMi**

3. From the advertisement list, click **Apply**.

The screenshot displays the UTM Academic Management System interface. At the top, there is a navigation bar with a home icon and links to 'Student Info', 'Activity', 'Award', and 'User Manual'. Below this, a large orange rectangular area is visible. A 'Job on Campus' tab is active, showing a breadcrumb trail 'Dashboard → Job on Campus'. Two tabs, 'Advertisement List' and 'Job List', are present, with 'Advertisement List' selected. A table lists job advertisements with columns: No., Ref. No., Position Title, Post, Placement, Type, Advertise Date, Closing Date, and an 'Apply' button. The first row shows a position for 'IT & Multimedia' at the 'School of Graduate Studies, UTM Johor Bahru'. A red arrow points from a box labeled 'Advertisement List' to the 'Advertisement List' tab. Another red arrow points from a box labeled 'Click Apply' to the 'Apply' button in the first row of the table.

No.	Ref. No.	Position Title	Post	Placement	Type	Advertise Date	Closing Date	
2.	JOC/20/0464	IT & Multimedia	1	School of Graduate Studies, UTM Johor Bahru	Individual	24 Dec 2020	07 Jan 2021	Apply

4. Fill up the JoC application form, check the number of vacancy then click **Submit**.

*If number of vacancy is 1, your academic advisor will get email notification to approve your application. You are advised to follow up with your academic advisor.*

Job on Campus: Position Application

Activity → JoC Advertisement List → Position Application

Job Details


Ref. No.	: JOC/20/0464	Start Date	: 17 Jan 2021
Job Title	: IT & Multimedia	End Date	: 15 Apr 2021
Job Description	: 1. To design promotional materials (poster, banner, etc) 2. To edit lecture video 3. Other tasks related to IT & Multimedia	Vacancy	: 1
Location	: School of Graduate Studies, UTM Johor Bahru	Payment (RM)	: 7 per hour
		Expiry Date	: 07 Jan 2021

Additional Skills

Additional Skill : 1. Multimedia & graphic 2. Video Editing 3. Website Maintenance

\*Please upload any related document(s) to support the aforementioned skill(s):

Skill Certificate :  No file chosen

Individual Timetable :  No file chosen  
 Download template

Curriculum Vitae (resume) :  No file chosen

☐ I has read and agree with the [Terms and Conditions](#) and agree to join the Job on Campus.

5. If number of vacancy is more than 1, your application will be approved by the job provider.

Job on Campus: Position Application

Activity → JoC Advertisement List → Position Application

Job Details

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Additional Skills

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\*Please upload any related document(s) to support the aforementioned skill(s):

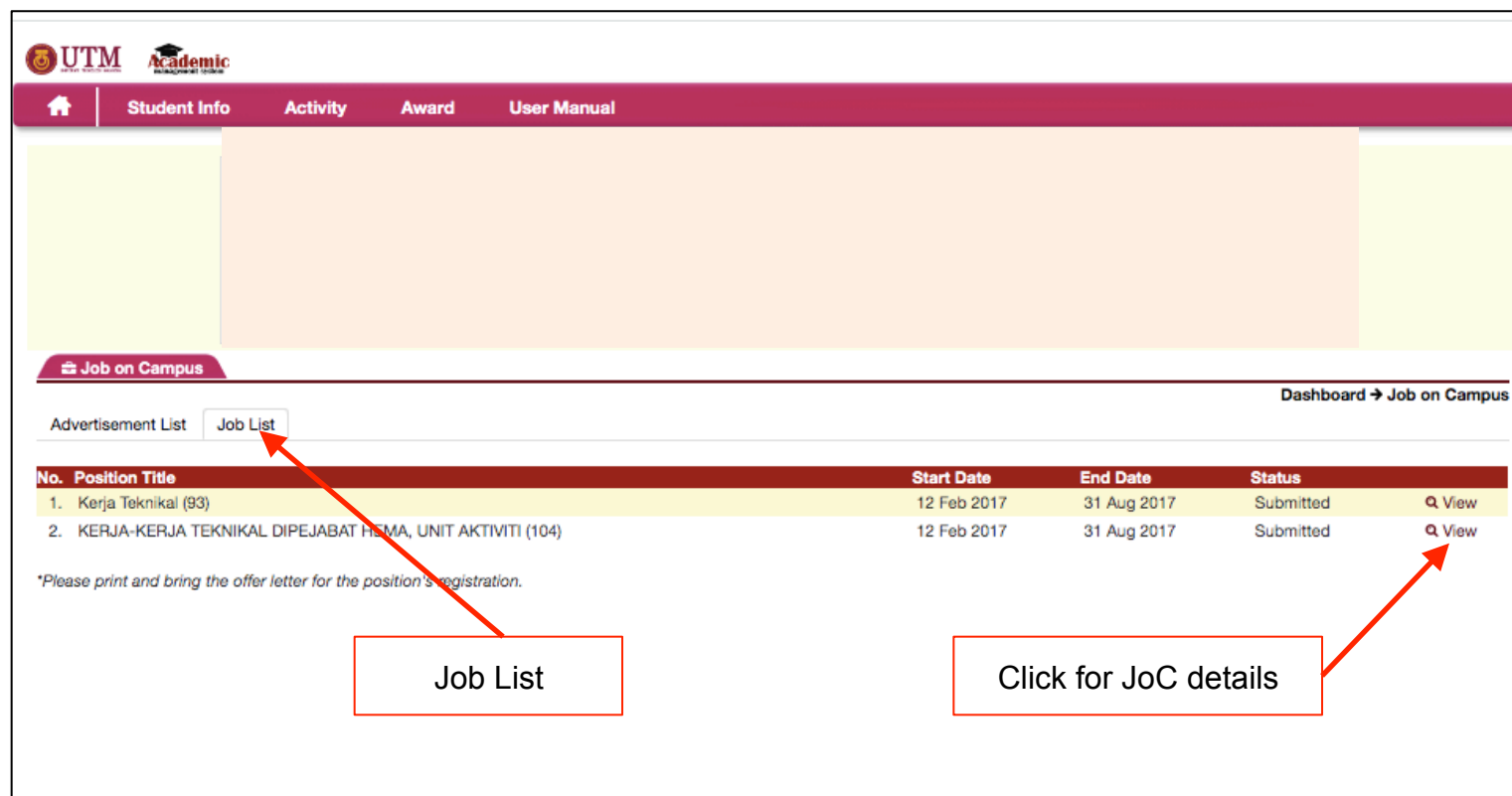
Skill Certificate :  No file chosen

Individual Timetable :  No file chosen

Curriculum Vitae (resume) :  No file chosen

☐ I has read and agree with the [Terms and Conditions](#) and agree to join the Job on Campus.

6. From the **Job List** menu, click view for the details of JoC position that you have applied.



The screenshot displays the UTM Academic Job on Campus portal. At the top, there is a navigation bar with the UTM logo, the text "UTM Academic", and a home icon. Below this, a menu bar contains "Student Info", "Activity", "Award", and "User Manual". The main content area is divided into three sections: a left sidebar, a central content area, and a right sidebar. The left sidebar contains a "Job on Campus" section with a "Job List" button. The central content area displays a table of job positions. The table has columns for "No.", "Position Title", "Start Date", "End Date", "Status", and "View". Two job positions are listed: "1. Kerja Teknikal (93)" and "2. KERJA-KERJA TEKNIKAL DIPEJABAT HEMA, UNIT AKTIVITI (104)". Both are marked as "Submitted". A red arrow points from the "Job List" button to the table. Another red arrow points from a box labeled "Click for JoC details" to the "View" link of the second job position.

UTM Academic

Student Info Activity Award User Manual

Job on Campus

Dashboard → Job on Campus

Advertisement List Job List

No.	Position Title	Start Date	End Date	Status	View
1.	Kerja Teknikal (93)	12 Feb 2017	31 Aug 2017	Submitted	View
2.	KERJA-KERJA TEKNIKAL DIPEJABAT HEMA, UNIT AKTIVITI (104)	12 Feb 2017	31 Aug 2017	Submitted	View

*\*Please print and bring the offer letter for the position's registration.*

Job List

Click for JoC details

## 7. Details of JoC position that you have applied.

Chrome File Edit View History Bookmarks People Tab Window Help


Job on Campus - Application Detail

Not Secure | academic.utm.my/Admin/JoC/frmJoCAppliDetail.aspx

ViewSubmit[norazwa]

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**APPLICATION FOR JOB ON CAMPUS.**

 **UTM CAREER CENTRE**  
**UNIVERSITI TEKNOLOGI MALAYSIA**  
Tel: 07-5538833 | Fax: 07-5538834

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Applied Date: 28 Feb 2017

**A. Applicant Details**

Name	:Norazwa binti Yeop Kamarudin	IC No.	:
Matric Number	:	Email	:
Course Code	:	Tel No.	:
Programme	:	Total Credit	:U
College Address	:	CGPA/Result	:MM
		Faculty	:Education

**B. Position Details**

Title	:KERJA-KERJA TEKNIKAL DIPEJABAT HEMA, UNIT	Start Date	:12 Feb 2017
	AKTIVITI	End Date	:31 Aug 2017
Position	:NIL	Vacancy	:5
Description		Payment (RM)	:7.00
Location	:galeria siswa	Expiry Date	:06 Mar 2017

**C. Applicant Recommendation**

☒ Read and agreed with the Terms and Conditions and agree to join the Job on Campus.

KEMBARA AUST...

MM  
Resu  
0  
Activ

Campus

Apply

Contact Us

Any inquiry, direct

SRAD AM

Student Recruitment  
Office of Deputy Vice  
Level 2, Block F54  
Universiti Teknologi  
UTM Johor Bahru,  
81310 Johor  
Malaysia.

Phone : (6)07 - 553  
E-mail : admissions

8. Check your status application at the **Job List** menu.

Submitted : Your JoC application successfully submitted. Need be approved by academic advisor/job provider.

The screenshot displays the UTM Academic Management System interface. At the top, there is a navigation bar with a home icon and links for Student Info, Activity, Award, and User Manual. Below this, a 'Job on Campus' section is visible, containing tabs for Advertisement List and Job List. The Job List tab is active, showing a table with the following data:

No.	Position Title	Start Date	End Date	Status	
1.	Kerja Teknikal (93)	12 Feb 2017	31 Aug 2017	Submitted	<a href="#">View</a>
2.	KERJA-KERJA TEKNIKAL DIPEJABAT HEMA, UNIT AKTIVITI (104)	12 Feb 2017	31 Aug 2017	Submitted	<a href="#">View</a>

Below the table, a note states: *\*Please print and bring the offer letter for the position's registration.*

Two red arrows point from labels below to the interface: one points to the 'Job List' tab, and the other points to the 'Submitted' status in the table.

Job List

JoC status application



9. Check your status application at the **Job List** menu.

Approved : Your JoC application has been approved by academic advisor or job provider. Then, wait your status until has been verified by UTM Career Centre.

Not Approved : Your academic advisor or job provider not allowed you to join JoC.

UTM Academic Career Centre

Student Info Activity Award User Manual

Job on Campus

Dashboard → Job on Campus

Advertisement List Job List

No.	Position Title	Start Date	End Date	Status	
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2.	KERJA-KERJA TEKNIKAL DIPEJABAT HEMA, UNIT AKTIVITI (104)	12 Feb 2017	31 Aug 2017	Submitted	<a href="#">View</a>

*\*Please print and bring the offer letter for the position's registration.*

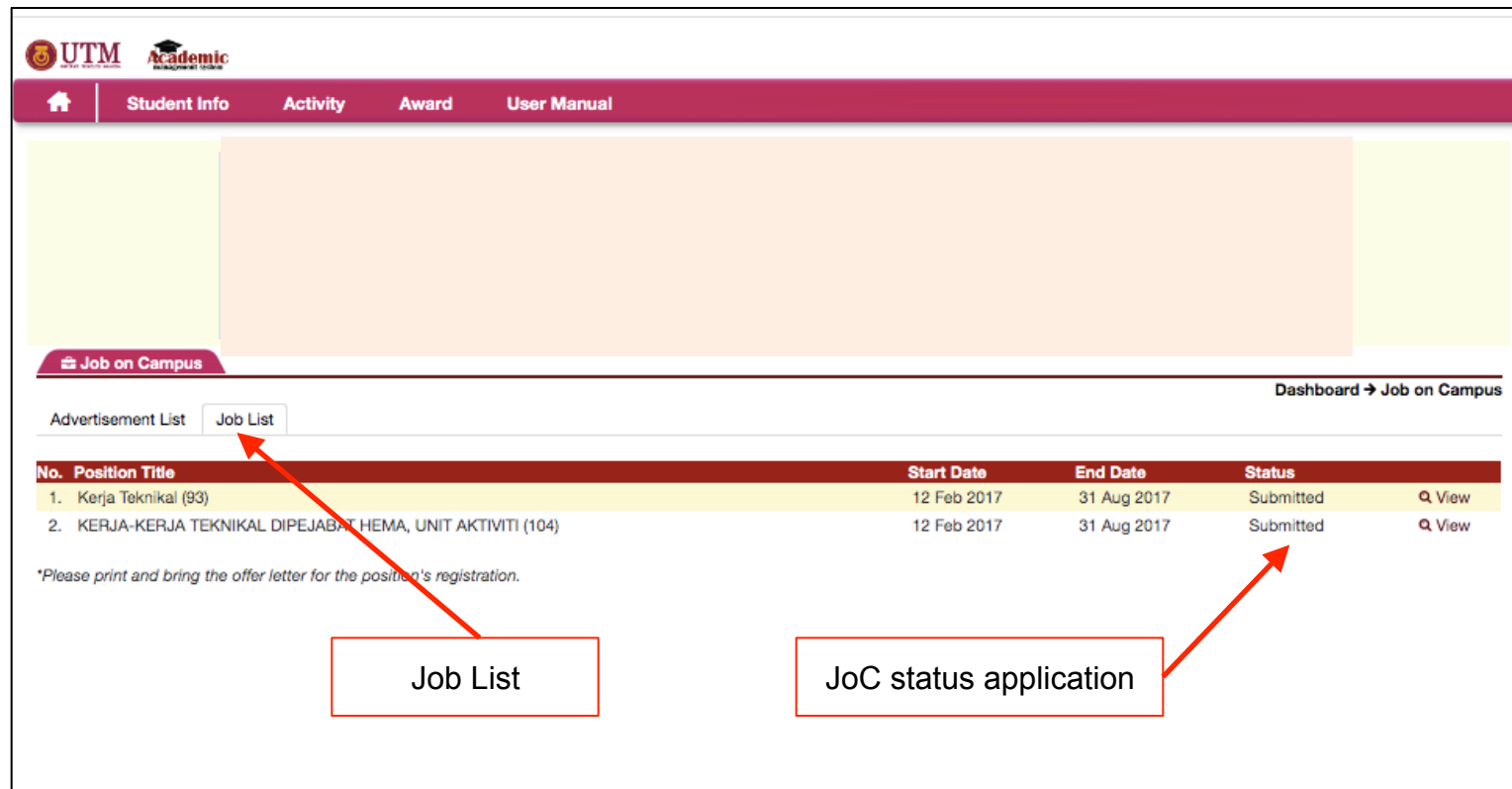
Job List

JoC status application

10. Check your status application at the **Job List** menu.

Verified : Your JoC application form has been verified by UTM Career Centre. Print the offer letter, bring to the job provider and start JoC.

Not verified : UTM Career Centre not verified you to join JoC.



The screenshot shows the UTM Academic Career Centre website. The top navigation bar includes links for Student Info, Activity, Award, and User Manual. Below this, there is a 'Job on Campus' section with tabs for Advertisement List and Job List. The Job List tab is active, displaying a table of job positions. The table has columns for No., Position Title, Start Date, End Date, Status, and a View link. Two job positions are listed: 'Kerja Teknikal (93)' and 'KERJA-KERJA TEKNIKAL DIPEJABAT HEMA, UNIT AKTIVITI (104)'. Both have a status of 'Submitted'. A red arrow points from the 'Job List' label in a box to the 'Job List' tab. Another red arrow points from the 'JoC status application' label in a box to the 'Status' column of the table.

UTM Academic Career Centre

Student Info Activity Award User Manual

Job on Campus

Dashboard → Job on Campus

Advertisement List Job List

No.	Position Title	Start Date	End Date	Status	
1.	Kerja Teknikal (93)	12 Feb 2017	31 Aug 2017	Submitted	View
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*\*Please print and bring the offer letter for the position's registration.*

Job List

JoC status application



# THANK YOU

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