

The University of Mississippi

**Job Location and Development (JLD) Services**

**Summary/Purpose:** To provide information on how currently enrolled students can apply for part-time, off-campus jobs through the Career Center.

The Job Location and Development (JLD) service helps currently enrolled students obtain part-time employment in Oxford and surrounding areas. Job listings are posted outside the Career Center entrance and on the Career Center website (<http://career.olemiss.edu>).

Students who are interested in obtaining a referral for a job listing are required to:

1. Complete a JLD student registration card in the Career Center
2. List the job numbers for the positions of interest and inquire within the Career Center, **in person**, during the designated office hours posted at the Career Center's main entrance or on the web site.

After the registration and inquiry processes are completed, the student will receive a detailed description of the position and a referral to the business to complete the application process.

It is the student's responsibility to report to the Career Center if he or she has been hired through the referral process. If hired for the position, students will complete and return the Student Job Placement Information form to the Career Center. Failure to report hire status will result in suspension of services for a period of up to one academic semester.