

# How to apply for a job with Nunez Community College

Nunez Community College hires employees in the following categories:

- Unclassified FT Faculty, Adjunct and Staff
- Classified Staff
- Federal Work Study Students (Title IV)

Each category of employment has a unique recruiting and hiring procedures.

A summary of each one is below.

## *Unclassified Faculty/Staff,*

Resumes are accepted **only** when vacancy announcements are posted. Unsolicited Resumes will not be kept on file nor returned to the sender.

Each submission must contain:

- Cover letter stating specific position
- Resume or CV
- Copies of transcripts (unofficial will suffice for review purposes)
- Contact information for three professional references.

We require electronic submissions, with all required elements as listed below, sent to [resumes@nunez.edu](mailto:resumes@nunez.edu).

Please put the Position Name in the subject line when submitting your resume for consideration. Faculty in transferable disciplines **must** have a master's degree with 18 graduate hours in the teaching discipline.

**Applicants without the appropriate credentials will not be considered.**

*Classified*, vacancies are posted on LA Careers through the Department of Civil Service. Instructions for applying for classified positions may be found at <https://jobs.civilservice.louisiana.gov/>

*Students*, interested in applying for *Title IV Student Worker* positions should start first at the Financial Aid Office for more information about qualifying for the program.

Those students who qualify for Title IV Federal Work Study Program may come by the Office of Human Resources for the application forms and instructions or may access the application forms [\[/human-resources/files/documents/student%20worker%20packet.pdf\]here.](#)

All student worker positions at Nunez Community College are Title IV Federal Work Study positions and the student must qualify under those guidelines.

## **Employee Development**

Nunez Community College participates in the Comprehensive Public Training Program (CPTP) offered through the Department of Civil Service.

CPTP offers a menu of training workshops available to all college employees, free of charge.

Talent Development:

<https://www.civilservice.louisiana.gov/divisions/training/Default.aspx>

<https://www.civilservice.louisiana.gov/divisions/training/FAQs.aspx>

**Can you include this on the Bulletin**

Families First Coronavirus Response Act (FFCRA)

President Trump signed the Families First Coronavirus Response Act (FFCRA) on March 18, 2020. This Act provides you with paid sick leave and expanded family medical leave for specific reasons related to COVID-19. The United States Department of Labor has provided a poster that must be provided to all employees as well as a fact sheet for employees. You will find those links below. Further information will be forthcoming from State Civil Service and your Human Resources Department related to these new provisions.

[COVID-10 Employee Rights Poster](#)

[COVID-19 Fact Sheet for Employees](#)