Are you an IRSC Student Looking for a JOB?

CHECK OUT THE JOB BANK FOR LOCAL OPPORTUNITIES!

LOGIN:

2. Click Career Services at the bottom of the page.
3. Scroll to “IRSC’s Job Bank” and click Students—Login Here.
   - If you’ve registered in the Job Bank before, enter your username and password then click “Login.”
   - If this is your first visit to the job bank, click Click Here to Register! Follow the on-screen directions. All fields with an asterisk (*) are required. Once your profile is complete, click “Register.”

UPLOAD a DOC:

2. From your Home page, hover over “My Account” in the top navigation and click “My Documents” from the dropdown menu.
3. Follow the on-screen directions to upload your résumé, cover letter, and/or references. All fields with an asterisk (*) are required.
4. You will be notified via email when your document has been approved and posted. You may be asked to visit our office for suggested revisions.

REPORT a HIRE:

3. From any page in the job bank, click “Report a Hire” from the left navigation.
4. Follow the on-screen directions to find the position for which you were hired.
5. Enter the applicable placement information and click “Finish.”
6. Click “Home” or “Sign Out” to exit the placement information screen.

Brought to you by: CAREER & TRANSITION SERVICES

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(772) 462-7470
Room W-104
Fort Pierce

Mueller Campus
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Room D-109
Vero Beach

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