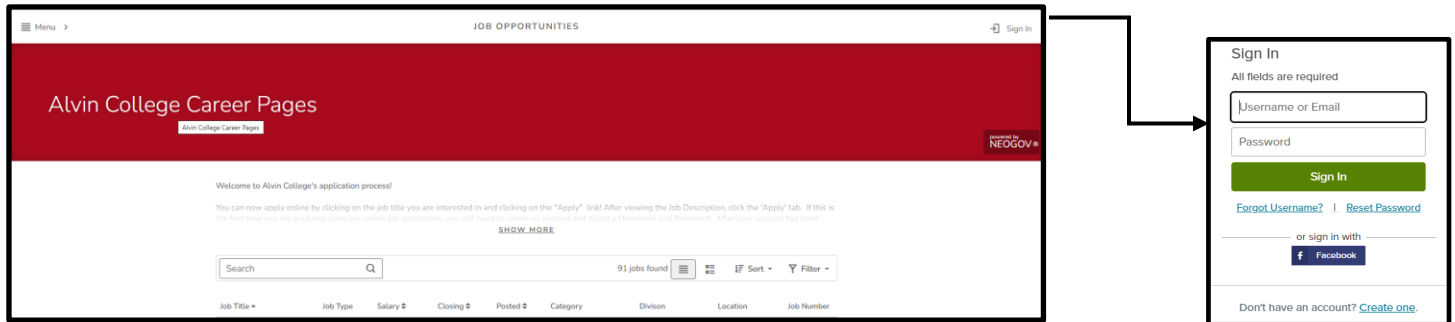
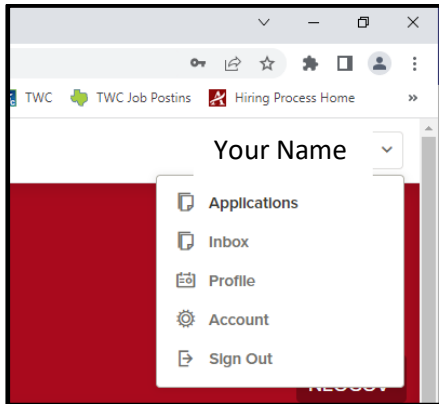


How-To Sign Up For Job Posting Notifications Via NEOED

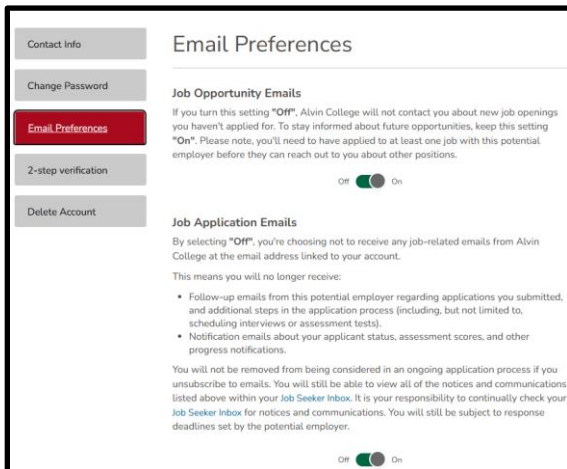
1. Log in to or create your account with NEOED from the <https://www.schooljobs.com/careers/alvincollege>



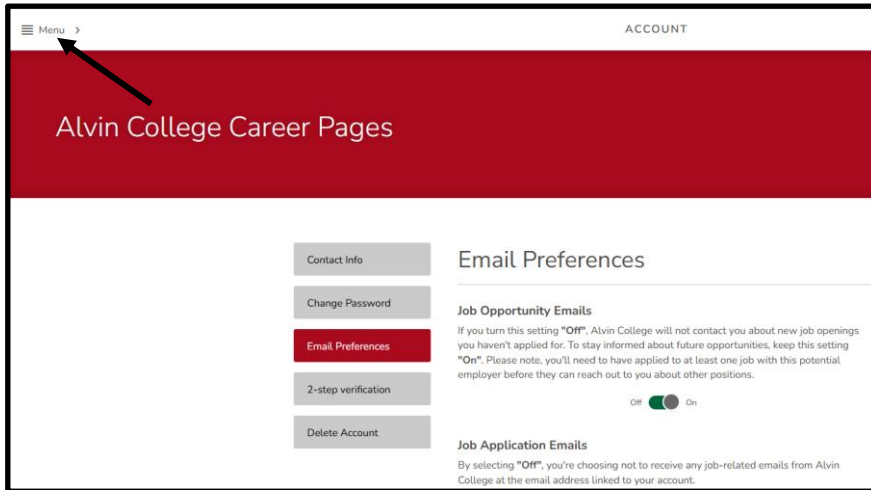
2. From your name in the upper right-hand corner, select Account



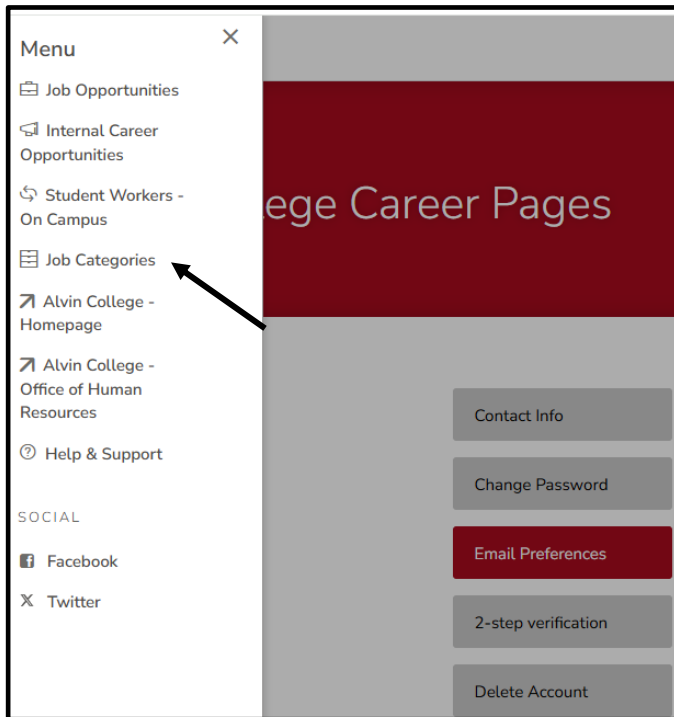
3. Select Email Preferences and make sure notifications are set to on



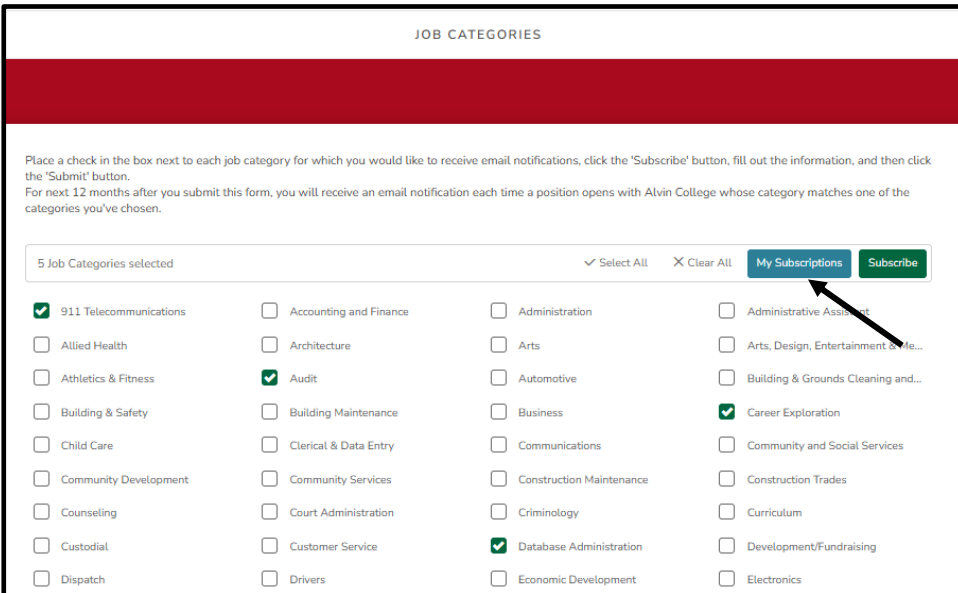
4. Next select the Menu tab in the upper left-hand corner



5. Next select Job Categories from the left side flyout



6. Next Select the job categories you wish to be notified when job are posted for your selections



JOB CATEGORIES

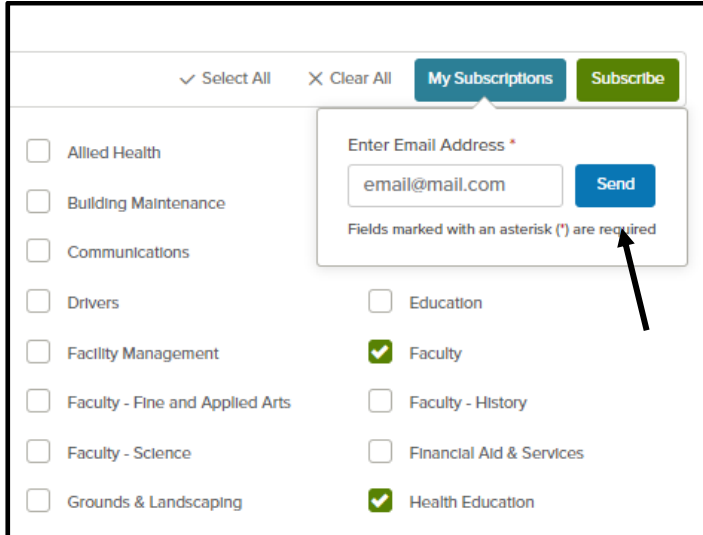
Place a check in the box next to each job category for which you would like to receive email notifications, click the 'Subscribe' button, fill out the information, and then click the 'Submit' button.
For next 12 months after you submit this form, you will receive an email notification each time a position opens with Alvin College whose category matches one of the categories you've chosen.

5 Job Categories selected Select All Clear All **My Subscriptions** **Subscribe**

<input checked="" type="checkbox"/> 911 Telecommunications	<input type="checkbox"/> Accounting and Finance	<input type="checkbox"/> Administration	<input type="checkbox"/> Administrative Assistant
<input type="checkbox"/> Allied Health	<input type="checkbox"/> Architecture	<input type="checkbox"/> Arts	<input type="checkbox"/> Arts, Design, Entertainment & Me...
<input type="checkbox"/> Athletics & Fitness	<input checked="" type="checkbox"/> Audit	<input type="checkbox"/> Automotive	<input type="checkbox"/> Building & Grounds Cleaning and...
<input type="checkbox"/> Building & Safety	<input type="checkbox"/> Building Maintenance	<input type="checkbox"/> Business	<input checked="" type="checkbox"/> Career Exploration
<input type="checkbox"/> Child Care	<input type="checkbox"/> Clerical & Data Entry	<input type="checkbox"/> Communications	<input type="checkbox"/> Community and Social Services
<input type="checkbox"/> Community Development	<input type="checkbox"/> Community Services	<input type="checkbox"/> Construction Maintenance	<input type="checkbox"/> Construction Trades
<input type="checkbox"/> Counseling	<input type="checkbox"/> Court Administration	<input type="checkbox"/> Criminology	<input type="checkbox"/> Curriculum
<input type="checkbox"/> Custodial	<input type="checkbox"/> Customer Service	<input checked="" type="checkbox"/> Database Administration	<input type="checkbox"/> Development/Fundraising
<input type="checkbox"/> Dispatch	<input type="checkbox"/> Drivers	<input type="checkbox"/> Economic Development	<input type="checkbox"/> Electronics

7. Next click on “My Subscriptions” and enter your email address and select “Send”

- a. Posting notifications will go to this email
- b. You will get a link to these subscriptions via email



Select All Clear All **My Subscriptions** **Subscribe**

Allied Health

Building Maintenance

Communications

Drivers

Facility Management

Faculty - Fine and Applied Arts

Faculty - Science

Grounds & Landscaping

Education

Faculty

Faculty - History

Financial Aid & Services

Health Education

Enter Email Address *

email@mail.com **Send**

Fields marked with an asterisk (*) are required

8. Next select “Subscribe” and select “Submit” on the Job Interest Card flyout

Job Interest Card

Fields marked with an asterisk (*) are required

First Name *

Last Name *


Email Address *

[Submit](#)

9. You will get a confirmation of your submission.
 - a. You can always log back in and change/update/add for your job categories

Job Interest Card

×



Thank you for your request.

An email has been sent to you at email@mail.com.

For the next 12 months, you will be notified when any position for Alvin College that matches the job categories you've selected becomes available. We'll also send you a reminder email in 11 months to give you an opportunity at that time to extend your notifications for another year.

[View Subscriptions](#)