



Searching and Applying to Jobs and Internships Guide

Under the Jobs and Internships tab, students will not only find current job and internship opportunities, but also their submitted applications. Review this document to learn more about searching and applying to jobs and internships in Career Connection.

Search Filters and Tools

If you login to Symplicity and navigate to the Search Jobs section, you will see a number of search filters at the top of the page. You can search for jobs by keywords or locations, along with using different filters, such as position type, industry, and job function. Other filters include when the job was posted, when the application is due, possible travel responsibilities, and by what major may be associated with the job.

One search filter that can be particularly helpful is the Work Authorization filter. This filter allows you to filter positions that may have some sort of work authorization, for example they indicated that they accept F1 Visa Applications (OPT or CPT) or position requires a security clearance.

The screenshot shows the search interface for West LA College's Career Connection system. At the top, there is a search bar and navigation links for Jobs, Events, Employers, Resources, and Appointments. Below this, there are tabs for Search, Saved, My Job Applications, and Expired Jobs. The main search area includes input fields for Keywords and Location, a radius selector set to 25mi, and a Search button. Below these are various filter categories: Show Me, Position Type, Industry, Job Function, Remote/On-Site, and More Filters. The More Filters section is expanded, showing options to Exclude jobs (Jobs I've Applied For, Nationwide Jobs), Ignore jobs with 'All Majors' selected (Yes/No), Posted Date (Any time, Past month, Past week, Past 24 hours), Travel Percentage, Desired Majors, Work Authorization, Apply By (Any time, Next 24 hours, Next week, Next month), and OCR Interview Date. At the bottom, there are buttons for Clear, Cancel, and Apply.

Job Alerts

We also recommend setting up job alerts in our system so that you are notified when new internships or jobs that fit your interests are posted. Once you enter the filters you are interested in, you can save that search by clicking on the white, **"Create Job Alert"** button on the right-hand side of the page. After you create a Job Alert, you will be notified to your WLAC email when new positions that fit your criteria are posted.

The screenshot shows the West LA College job search interface. At the top, there is a search bar with the text "Social Media" and a "Location" field set to "25mi". Below the search bar are several filter categories: "All Jobs & Interviews", "Position Type", "Industry", "Job Function", "Remote/On-Site", and "More Filters". A "Create Job Alert" button is visible on the right side of the filter section. The main content area displays a list of job listings on the left and a detailed view of a selected job on the right. The selected job is "Social worker - ILS INSTRUCTOR" by Future Focus Inc. in West L.A., Los Angeles, CA, which is a hybrid, part-time position. The job description states: "Social services agency working with people with developmental disabilities who received services from Regional center. Sociology or social work major interested to learn more about social services area." The "Additional Job Details" section shows "Position Type".

This screenshot shows a "Job Alerts" modal window overlaid on the job search interface. The modal has a title "Job Alerts" and a close button (X). Inside the modal, the search criteria "Social Media" is displayed. To the right of the criteria is a dropdown menu set to "Weekly" and a trash icon. The background of the job search interface is dimmed, showing the same search filters and job listings as the previous screenshot.

Reviewing Positions

Within the jobs feed, you will see jobs based on other jobs you viewed, jobs people in your major are interested in, latest jobs, jobs expiring soon, and trending jobs.

The screenshot shows a job listing for 'Dental Assistant' on the West LA College website. The header includes the West LA College logo, a search bar, and navigation links for Jobs, Events, Employers, Resources, and Appointments. The breadcrumb trail is 'Home / Jobs / Dental Assistant'. The job title 'Dental Assistant' is displayed with a '1d' indicator. The employer is 'Inku & Myung Dental Inc. DBA Dental Oasis', located in Los Angeles, CA, offering a Full Time position. There are 'Save' and 'Apply' buttons. Below the job title, there are sections for 'Matching Qualifications' (Sophomore, U.S. Citizens), 'Job Description' (Chairside Dental Assistant), and 'Additional Job Details' (Position Type: Full Time, Compensation: \$20 - \$27 per hour). To the right, there is an 'About this employer' section for 'Inku & Myung Dental Inc. DBA Dental Oasis' with a 'Follow' button and location information: 'DENTAL OASIS INGLEWOOD, California 90302-7272 United States'. A 'View Full Profile' link is also present. Below that, there is a 'Related Resources' section with links to 'Mock Interviews', 'Create a Memorable Elevator Pitch', and 'Put Your Best Foot Forward in Interviews'.

The screenshot shows the 'Discover' page on the West LA College website. The header includes the West LA College logo, a search bar, and navigation links for Jobs, Events, Employers, Resources, and Appointments. The breadcrumb trail is 'Home / Jobs / Discover'. Below the header, there are tabs for 'Search', 'Saved', 'My Job Applications', and 'Expired Jobs'. A search bar contains 'Social Media' and a location filter set to '25mi'. Below the search bar, there are filter options for 'All Jobs & Interviews', 'Position Type', 'Industry', 'Job Function', 'Remote/On-Site', 'More Filters', and 'All Jobs'. The main content area is divided into two sections: 'Latest Jobs' and 'Jobs Expiring Soon'. The 'Latest Jobs' section features four job listings: 'Dental Assistant' (Full Time, 1d ago) by Inku & Myung Dental Inc.; 'Social worker - ILS INSTRUCTOR' (Part Time, 1d ago) by Future Focus Inc.; 'Law Graduate - Attorney (Bar Exam Candidate)' (Full Time, 1d ago) by Newhouse and Creager; and 'Behav' (Full Time, 1d ago) by a company with a red and blue logo. The 'Jobs Expiring Soon' section features three job listings: 'Cross Country Education' (Multiple Locations) by a company with a red and blue logo; 'Water Works Swim' (Culver City, California, Un...) by a company with a blue and white logo; and 'Epic Residential Homes, ...' (Los Angeles, California, ...) by a company with a yellow and black logo.

Along with basic information, each job posting has a star and a thumbs-down on the posting. The star allows you to favorite the position, which would let the position show up under the “Favorite Jobs” tab to review at a later time. The thumbs down allows you to note that you do not wish to see that job description for various reasons, which would then remove the job from your feed.


The screenshot shows the West LA College job search page. At the top, there is a navigation bar with the college logo and a search bar. Below the navigation bar, there are search filters for Keywords, Location (set to 25mi), and a Search button. Underneath, there are dropdown menus for Show Me, Position Type, Industry, Job Function, Remote/On-Site, and More Filters, along with an 'All Jobs' link. The main content area features a heading: "Because you viewed Dental Assistant at Inku & Myung Dental Inc. DBA Dental Oasis". Below this heading, there is a grid of four job listings. Each listing includes the employer name, job title, full-time status, and the time it was posted. The first listing is for a Dental Assistant at Columbia Dental Group Inc. (Multiple Locations), posted 30d+ ago, with a star icon. The second listing is also for a Dental Assistant at Columbia Dental Group Inc. (Multiple Locations), posted 30d+ ago, with a star icon. The third listing is for a Medical Assistant at Mission City Community Network, Inc. (Los Angeles, California), posted 1d ago, with a thumbs-down icon. The fourth listing is partially visible, for a Dental Assistant at BHC, posted 18d ago, with a star icon. Below the grid, there is a "Latest Jobs" section with a horizontal scroll indicator.

The screenshot shows the West LA College job search page with the "Saved" tab selected. The breadcrumb "Home / Jobs" is visible. Below the navigation bar, there are tabs for Search, Saved, My Job Applications, and Expired Jobs. The "Saved" tab is active, showing "3 results". There is a sorting icon and a "Date Posted" dropdown menu. The list of saved jobs includes:

- Medical Assistant**: Full Time, posted Jul 11, 2025, with a star icon. Employer: Mission City Community Network, Inc. - Los Angeles, California United States.
- Dental Assistant Intern**: Full Time, posted Jun 24, 2025, with a star icon. Employer: Beverly Hills Orthodontics - Toluca Lake Los Angeles, California United States. Locations: Beverly Hills, California United States; Alhambra, California United States; Downtown Los Angeles Los Angeles, California United States.
- Dental Assistant**: Full Time, posted Mar 14, 2025, with a star icon. Employer: columbia dental group inc. - West L.A. Los Angeles, California United States. Location: Los Angeles, California United States.

Managing Applications

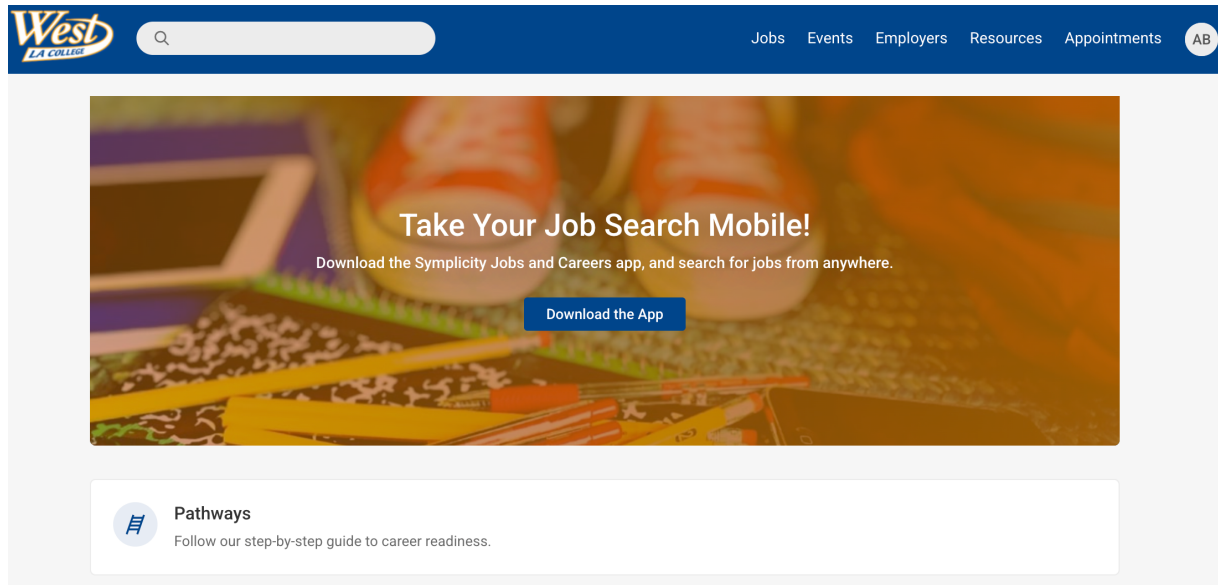
Under the “**My Job Applications**” tab, you can view your applications submitted through Symplicity. If you need to withdraw an application, at the end of the application description, there will be an option to “Withdraw.” You can withdraw your current application by pressing that button.

The screenshot displays the 'My Job Applications' section of the Symplicity website. At the top, there is a breadcrumb trail: 'Home / Jobs & Internships'. Below this is the main heading 'Job Postings'. A navigation bar contains three tabs: 'Search', 'Favorite Jobs', and 'My Job Applications', with the latter being the active tab. Underneath, there are two sub-tabs: 'Non-OCR Job Applications' and 'OCR Applications', with 'Non-OCR Job Applications' being selected. The page indicates '1 result'. The application listed is for the position of 'Administrative Assistant' at 'Career Connection Movers (CCM)'. It shows the application was submitted on 'Feb 11, 2022, 11:01 AM'. At the bottom of the application card, there are two buttons: 'View Resume' and 'Withdraw'. A blue information banner at the bottom of the page states: 'To view PDF files, you may need [Adobe Acrobat Reader](#)'. The footer of the page reads 'POWERED BY  symplicity'.

Connect with Employers

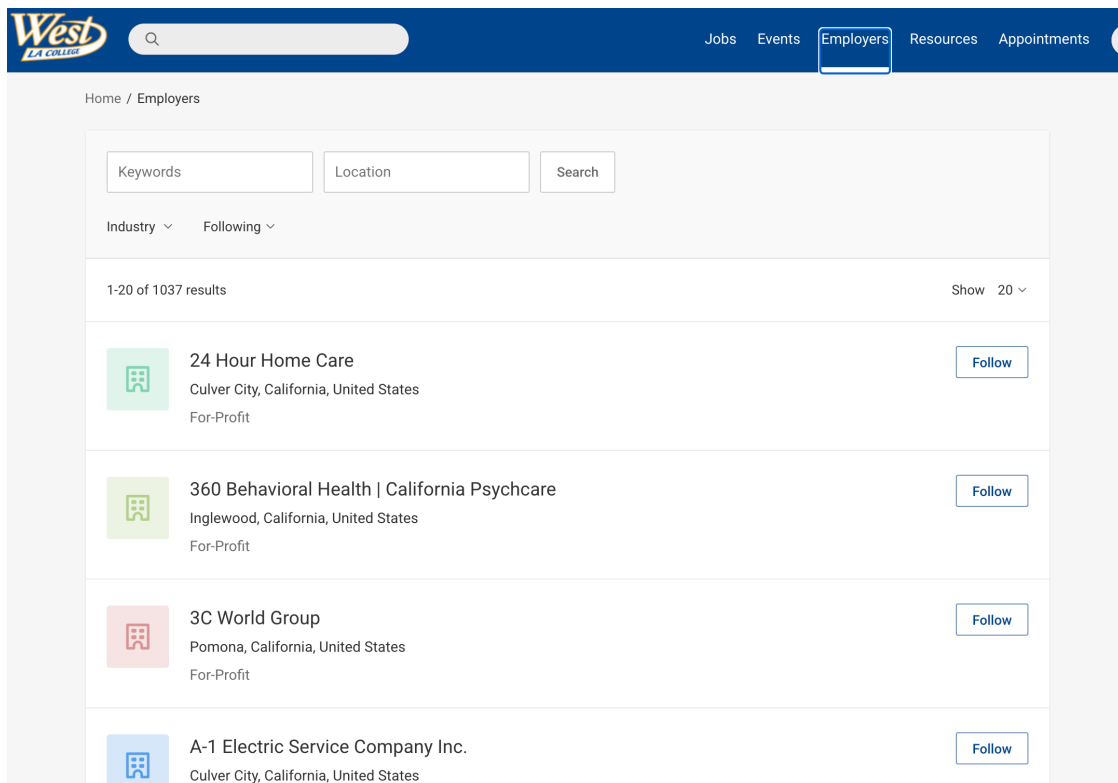
The Career Center has over 500 employers registered in our system looking to hire WLAC students! The Career Services Team vets each and every employer to ensure they meet our expectations, and their positions match the interests of our students. When applying to a position, it's always important to research the employer.

To learn more about an employer, locate the left-hand navigation bar within Symplicity and select "Employers."



Take Your Job Search Mobile!
Download the Symplicity Jobs and Careers app, and search for jobs from anywhere.
[Download the App](#)

Pathways
Follow our step-by-step guide to career readiness.







Home / Employers

Keywords Location Search

Industry Following

1-20 of 1037 results Show 20

	24 Hour Home Care Culver City, California, United States For-Profit	Follow
	360 Behavioral Health California Psychcare Inglewood, California, United States For-Profit	Follow
	3C World Group Pomona, California, United States For-Profit	Follow
	A-1 Electric Service Company Inc. Culver City, California, United States	Follow

From there, you can search for an employer by name to access their company overview, current job postings, and overall industry information. Plus, you'll be able to see if that employer has registered to attend an upcoming event at WLAC.

The screenshot shows the West LA College website interface. At the top is a dark blue navigation bar with the West LA College logo on the left, a search bar, and menu items for Jobs, Events, Employers, Resources, and Appointments on the right. Below the navigation bar is a breadcrumb trail: Home / Employers / Amigos de los Rios / Overview. A green banner features the text "EVERY CAREER IS A CLIMATE CAREER" and "Summer 2025 Paid Internship Program" alongside a globe icon and the West LA College logo. The main content area displays the Amigos de los Rios profile, including a small logo, the organization name, location (Pasadena, California), and employee count (11-50). A "Follow" button is present. Below the profile header are tabs for Overview, Jobs, Events, and Contacts. The "Overview" tab is active, showing a "Who We Are" section with a detailed paragraph about the organization's mission and a "Jobs" section. To the right, there are sidebars for "Additional Details" (listing the industry as "Other"), "Links" (with icons for external link, Twitter, and Facebook), and "Location" (listing the address: 65 South Grand Ave, Pasadena, California 91105).

West LA College

Jobs Events Employers Resources Appointments AB

Home / Employers / Amigos de los Rios / Overview

EVERY CAREER IS A CLIMATE CAREER
Summer 2025 Paid Internship Program

Amigos de los Rios
Other – Pasadena, California, United States
Non-Profit organization with 11-50 employees

Follow

Overview Jobs Events Contacts

Who We Are

Amigos de los Rios / The Emerald Necklace Group is a legacy 501(c)3 nonprofit urban greening and environmental justice organization committed to planning and implementing convergent natural infrastructure to benefit residents of the Los Angeles Metro Area. This "Emerald Necklace" vision, inspired by the 1930 Olmsted Bartholomew plan for L.A. Basin, protects and integrates nature within the city in direct response to climate change challenges. Our proposed "Mountains to the Sea" interconnected watershed-scale system of multi-objective parks, green spaces, trails, and natural infrastructure school campuses stretch from the San Gabriel Mountains to the Pacific Ocean. It will protect and enhance the environment while improving equitable access to recreation opportunities and public health outcomes for urban residents.

Jobs

Additional Details

Industry
• Other

Links

External Link Twitter Facebook

Location

Amigos de los Rios
65 South Grand Ave
Pasadena, California 91105
United States

To the right of the employer, students can click the follow button, which would move that employer to your personal following list. When following employers, you would get a new notification within the Career Center when that employer posts a new position or signs up to attend an event.

The screenshot shows the West LA College Career Center interface. At the top, there is a navigation bar with the West LA College logo and a search bar. The main navigation menu includes Jobs, Events, Employers, Resources, and Appointments. The breadcrumb trail reads: Home / Employers / Amigos de los Rios / Overview. A green banner at the top of the employer profile features the text "EVERY CAREER IS A CLIMATE CAREER" and "Summer 2025 Paid Internship Program" alongside a globe icon and the West LA College logo. Below the banner, the employer's name "Amigos de los Rios" is displayed with a small logo. The location is listed as "Other - Pasadena, California, United States" and the organization is described as a "Non-Profit organization with 11-50 employees". A blue "Following" button is visible on the right. Below the employer information, there are tabs for "Overview", "Jobs", "Events", and "Contacts". The "Overview" tab is active, showing a section titled "Who We Are" with the beginning of a paragraph: "Amigos de los Rios / The Emerald Necklace Group is a legacy 501(c)(3) nonprofit urban". To the right, an "Additional Details" section shows the "Industry" as "Other".

To locate the employers you are following, go to the main employer search page and use the "Following" filter to filter for the employers you are following.

The screenshot shows the West LA College Career Center employer search page. The breadcrumb trail reads: Home / Employers. There are input fields for "Keywords", "Location", and a "Search" button. Below these fields, the "Industry" dropdown menu is open, and the "Following" filter is selected. A checkbox labeled "Employers I'm following" is checked. The search results show "1-20 of 1037 res".

The screenshot shows the West LA College Career Center employer search page with the search results for "Following" employers. The breadcrumb trail reads: Home / Employers. The search filters are "Keywords", "Location", and "Search". The "Industry" dropdown menu is open, and the "Following" filter is selected. The search results show "Employers I'm following" and "Clear All". The search results show "1 result" and a "Show 20" dropdown menu. The search results list "Amigos de los Rios" with a small logo, the location "Other - Pasadena, California, United States", and the description "Non-Profit organization with 11-50 employees". A blue "Following" button is visible on the right.