



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.

A screenshot of the West LA College Career Connections search interface. The top navigation bar is blue with the West LA College logo on the left and links for Jobs, Events, Employers, Resources, and Appointments on the right. Below the navigation bar is a search bar with a magnifying glass icon. The main content area has a tabbed interface with "Search" selected. The search filters are organized into two columns. The left column includes: "Keywords" and "Location" input fields with a "25mi" dropdown and a "Search" button; "Show Me" dropdown; "Position Type", "Industry", "Job Function", and "Remote/On-Site" dropdowns; "Exclude" section with checkboxes for "Exclude Jobs I've Applied For" and "Exclude Nationwide Jobs"; "Ignores jobs with 'All Majors' selected" with radio buttons for "Yes" and "No"; "Posted Date" section with radio buttons for "Any time", "Past month", "Past week", and "Past 24 hours"; and "Travel Percentage" dropdown. The right column includes: "Desired Majors" dropdown; "Work Authorization" dropdown; "Apply By" section with radio buttons for "Any time", "Next 24 hours", "Next week", and "Next month"; and "OCR Interview Date" section with two date pickers and a "to" label. At the bottom right are "Clear", "Cancel", and "Apply" buttons.

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 Jobs Search interface. The top navigation bar includes the West LA College logo, a search bar, and links for Jobs, Events, Employers, Resources, and Appointments. The main content area has tabs for Search, Saved, My Job Applications, and Expired Jobs. The Search tab is active, showing a search for "Social Media" with a location filter set to "25mi". Below the search bar are various filter categories: All Jobs & Interviews, Position Type, Industry, Job Function, Remote/On-Site, and More Filters. A "Create Job Alert" button is visible. The search results list two jobs: "Social worker - ILS INSTRUCTOR" by Future Focus Inc. and "Marketing Coordinator" by JCE Structural Engineering Group, Inc. The job details for "Social worker - ILS INSTRUCTOR" are expanded, showing the job description and additional details.

The screenshot shows a "Job Alerts" modal window overlaid on the search results. The modal has a title "Job Alerts" and a close button (X). It displays the search criteria "Social Media" and a frequency dropdown set to "Weekly". There is a trash icon next to the frequency dropdown. The background shows the same search results as the previous screenshot, but they are dimmed.


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.



JobsEventsEmployersResourcesAppointmentsAB

Home / Jobs / Dental Assistant



Dental Assistant

Inku & Myung Dental Inc. DBA Dental Oasis
Los Angeles, CA
Full Time

SaveApply

Matching Qualifications

See how your profile matches with this job

SophomoreU.S. Citizens

Job Description

Chairside Dental Assistant

Additional Job Details

Position Type
Full Time

Compensation
\$20 - \$27 per hour

About this employer

Inku & Myung Dental Inc. DBA Dental Oasis


DENTAL OASIS INGLEWOOD,
California 90302-7272 United States

Follow

View Full Profile

Related Resources

- Mock Interviews
- Create a Memorable Elevator Pitch
- Put Your Best Foot Forward in Interviews



JobsEventsEmployersResourcesAppointments

Home / Jobs / Discover


SearchSavedMy Job ApplicationsExpired Jobs

25mi

Search

All Jobs & InterviewsPosition TypeIndustryJob FunctionRemote/On-SiteMore FiltersAll Jobs

Latest Jobs




Inku & Myung Dental Inc....
Los Angeles, California, ...

Dental Assistant

Full Time
1d ago

☆🗨




Future Focus Inc.
Hybrid — West L.A. Los A...

Social worker - ILS INSTRUCTOR

Part Time
1d ago

☆🗨




Newhouse and Creager, ...
Hybrid — Calabasas, Cali...

Law Graduate – Attorney (Bar Exam Candidate)

Full Time
1d ago

☆🗨




Behav


Full Time
1d ago

☆🗨


Jobs Expiring Soon




Cross Country Education
Multiple Locations



Water Works Swim
Culver City, California, Un...



Epic Residential Homes, ...
Los Angeles, California, ...



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 Jobs page. The header includes the West LA College logo, a search bar, and navigation links: Jobs, Events, Employers, Resources, and Appointments. Below the header is a search filter section with fields for Keywords, Location, and a 25mi radius dropdown, along with a Search button. Below the filters are tabs for Show Me, Position Type, Industry, Job Function, Remote/On-Site, More Filters, and All Jobs. The main content area displays a message: "Because you viewed Dental Assistant at Inku & Myung Dental Inc. DBA Dental Oasis". Below this message is a grid of job listings. The first three listings are for Dental Assistant and Medical Assistant positions at Columbia Dental Group Inc. and Mission City Community Network, Inc. The fourth listing is partially visible. Each listing includes the job title, full-time status, time since posted, and a star icon for favoriting. Below the grid is a "Latest Jobs" section with a horizontal scroll bar.

Employer	Job Title	Full Time	Time Ago	Star
columbia dental group inc. Multiple Locations	Dental Assistant	Full Time	30d+ ago	☆
columbia dental group inc. Multiple Locations	Dental Assistant	Full Time	30d+ ago	☆
Mission City Community Network, Inc. Los Angeles, California, ...	Medical Assistant	Full Time	1d ago	☆
BHC	Dental Assistant	Full Time	18d ago	☆

The screenshot shows the West LA College Jobs page with the "Saved" tab selected. The header includes the West LA College logo, a search bar, and navigation links: Jobs, Events, Employers, Resources, and Appointments. Below the header is a breadcrumb trail: Home / Jobs. Below the breadcrumb trail are tabs for Search, Saved, My Job Applications, and Expired Jobs. Below the tabs is a section for "3 results" with a sort button and a "Date Posted" dropdown. The results are listed in a table with columns for Employer, Job Title, Full Time, Location, and Date Posted. Each listing includes a star icon for favoriting.

Employer	Job Title	Full Time	Location	Date Posted	Star
M	Medical Assistant	Full Time	Mission City Community Network, Inc. - Los Angeles, California United States	Jul 11, 2025	☆
BHO	Dental Assistant Intern	Full Time	Beverly Hills Orthodontics - Toluca Lake Los Angeles, California United States Beverly Hills, California United States Alhambra, California United States Downtown Los Angeles Los Angeles, California United States	Jun 24, 2025	☆
C	Dental Assistant	Full Time	columbia dental group inc. - West L.A. Los Angeles, California United States Los Angeles, California United States	Mar 14, 2025	☆

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.

Home / Jobs & Internships

Job Postings

SearchFavorite JobsMy Job Applications

Non-OCR Job Applications

OCR Applications


1 result


C


Administrative Assistant


Career Connection Movers (CCM)

Application submitted Feb 11, 2022, 11:01 AM

 View Resume

 Withdraw

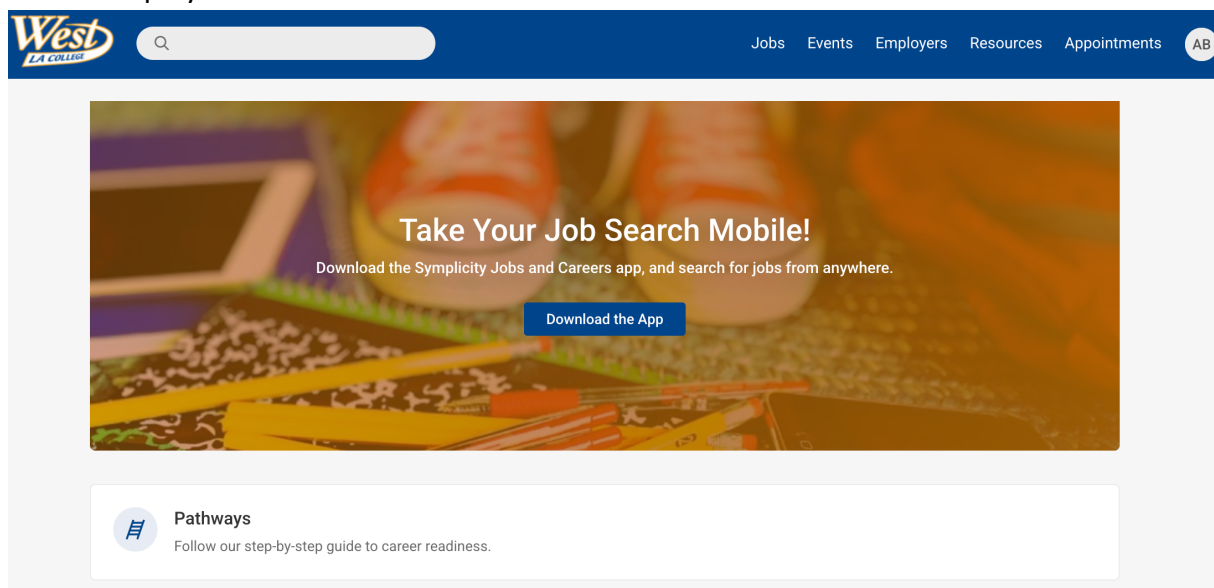
 To view PDF files, you may need [Adobe Acrobat Reader](#).

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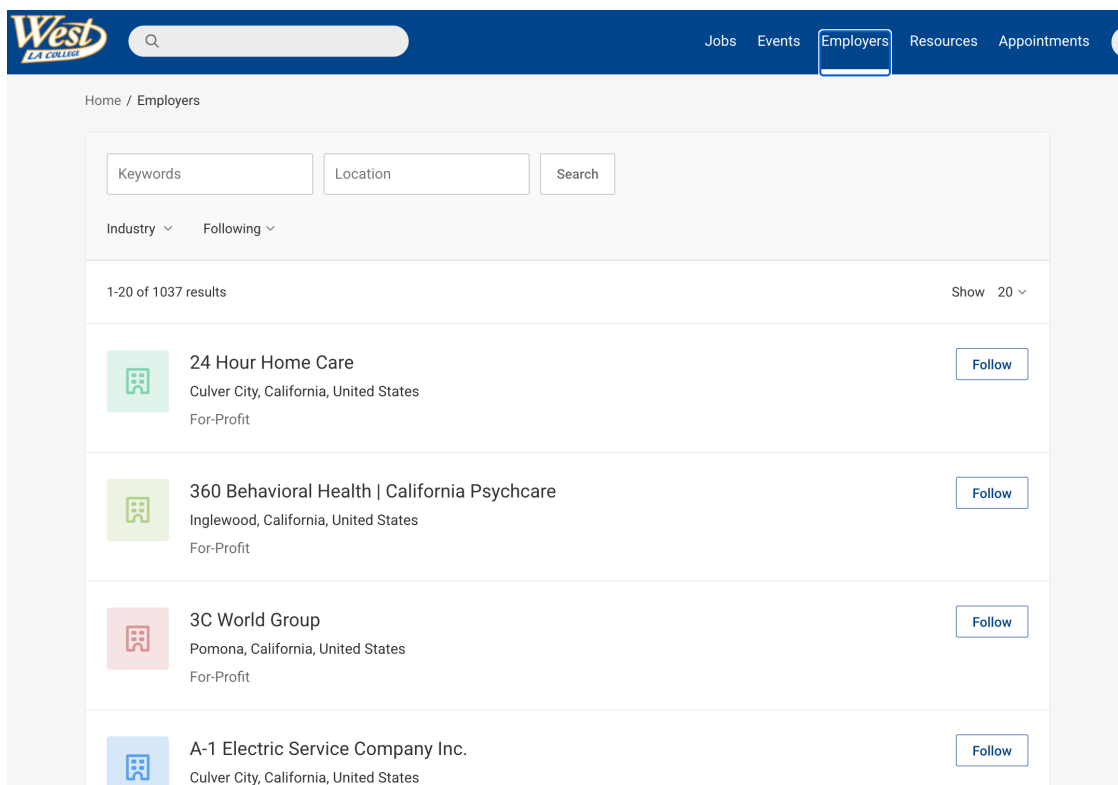
Connect with Employers

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."




The screenshot shows the top navigation bar of the Symplicity website for West LA College. The bar is dark blue with the college logo on the left, a search bar, and links for Jobs, Events, Employers, Resources, and Appointments on the right. Below the navigation bar is a large banner with a background image of school supplies. The banner text reads "Take Your Job Search Mobile!" and "Download the Symplicity Jobs and Careers app, and search for jobs from anywhere." with a "Download the App" button. Below the banner is a "Pathways" section with a blue icon and the text "Follow our step-by-step guide to career readiness."



The screenshot shows the "Employers" page in the Symplicity system. The top navigation bar is dark blue with the college logo, a search bar, and links for Jobs, Events, Employers (which is highlighted), Resources, and Appointments. Below the navigation bar, the breadcrumb "Home / Employers" is visible. The main content area has a search bar with "Keywords", "Location", and "Search" fields. Below the search bar are "Industry" and "Following" dropdown menus. The results section shows "1-20 of 1037 results" and a "Show 20" dropdown. The results are listed in a table with four rows, each showing an employer's name, location, type, and a "Follow" button.


Employer Name	Location	Type	Action
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.



[Jobs](#) [Events](#) [Employers](#) [Resources](#) [Appointments](#) AB

[Home](#) / [Employers](#) / [Amigos de los Rios](#) / [Overview](#)





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



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 is a blue navigation bar with the college logo, a search bar, and links for Jobs, Events, Employers, Resources, and Appointments. Below the navigation bar is a breadcrumb trail: Home / Employers / Amigos de los Rios / Overview. The main content area features a green banner with the text "EVERY CAREER IS A CLIMATE CAREER" and "Summer 2025 Paid Internship Program". Below the banner is the employer profile for "Amigos de los Rios", which includes a logo, the location "Other - Pasadena, California, United States", and a description "Non-Profit organization with 11-50 employees". To the right of the profile is a "Following" button. Below the profile is a tabbed interface with "Overview", "Jobs", "Events", and "Contacts". The "Overview" tab is selected, showing a "Who We Are" section. To the right of the tabs is an "Additional Details" section showing 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. At the top is a blue navigation bar with the college logo, a search bar, and links for Jobs, Events, Employers, Resources, and Appointments. Below the navigation bar is a breadcrumb trail: Home / Employers. The main content area features a search bar with fields for "Keywords", "Location", and "Search". Below the search bar is a dropdown menu for "Industry" with a "Following" filter selected. Below the dropdown menu is a checkbox labeled "Employers I'm following". Below the checkbox is a text label "1-20 of 1037 res".

The screenshot shows the West LA College Career Center employer search page with the results for the "Following" filter. At the top is a blue navigation bar with the college logo, a search bar, and links for Jobs, Events, Employers, Resources, and Appointments. Below the navigation bar is a breadcrumb trail: Home / Employers. The main content area features a search bar with fields for "Keywords", "Location", and "Search". Below the search bar is a dropdown menu for "Industry" with a "Following" filter selected. Below the dropdown menu is a text label "Employers I'm following x" and a "Clear All" button. Below the text label is a text label "1 result". To the right of the text label is a "Show 20" dropdown menu. Below the text label is the employer profile for "Amigos de los Rios", which includes a logo, the location "Other - Pasadena, California, United States", and a description "Non-Profit organization with 11-50 employees". To the right of the profile is a "Following" button.