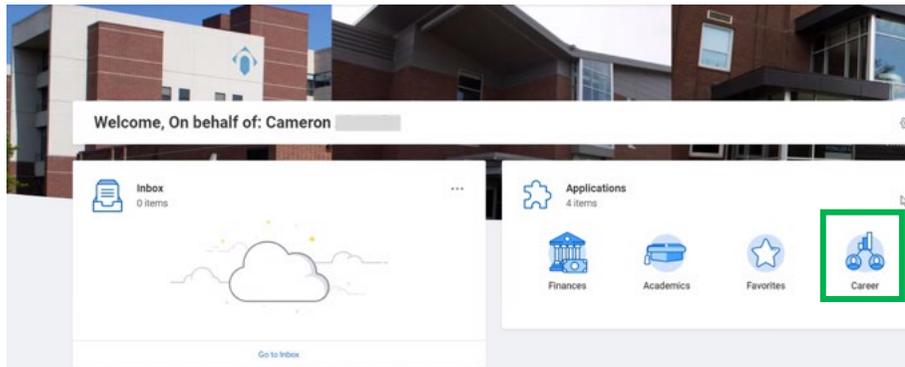# Student Applies for Job Posting on Student Career Site
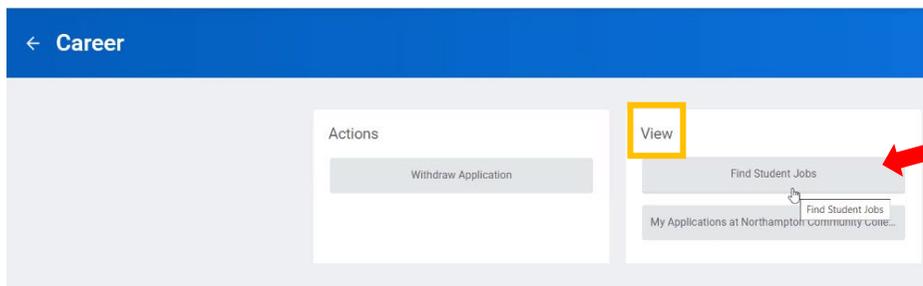
Overview

This overview will show you how to find and apply for job postings on the Student Career site.
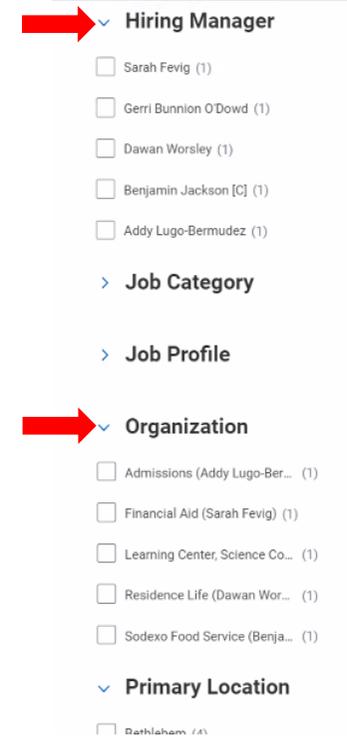
1. Log into your Workday account and select the **"Career"** Application.

2. In the **View** column, select **Find Student Jobs**.

3. You can browse through the available Job Requisitions. You can filter by Organization (department), Hiring Manager, Location, etc. to narrow down the list of Job Requisitions.

Student Applies for Job Posting on Student Career Site

4. Click on desired position to view the **Job Positing Details.**

Find Student Jobs (Actions)

search

> Saved Searches

Current Search (Save)

Clear All

∨ **Full/Part-time**
☐ Part time (5)

∨ **Hiring Manager**
☐ Sarah Fevig (1)
☐ Gerri Bunnion O'Dowd (1)
☐ Dawan Worsley (1)
☐ Benjamin Jackson [C] (1)

5 Results

Admissions Campus Tour Guide
JR1263 | Posting Date: 02/09/2021 | Remote

RA Take 2
JR1257 | Posting Date: 01/11/2021 | Bethlehem

Student Worker - Federal
JR1247 | Posting Date: 01/10/2021 | Bethlehem

Student Worker, The Learning Center
JR1225 | Posting Date: 01/07/2021 | Bethlehem

Food Service Worker-5

5. Click **Apply.**

View Job Posting Details
Admissions Campus Tour Guide (Actions)

Job Description   Apply

JOB DESCRIPTION

here is the description   Student Career Site: Admissions Campus Tour Guide

Job Details

Job Requisition ID	JR1263
Location	Remote
Posting Date	02/09/2021 - Today
Job Family	Student Worker
Time Type	Part time
Job Type	Student
Supervisory Organization	Admissions (Addy Lugo-Bermudez)

6. **Quick Apply** Tab: The student may upload a resume in the designated area (optional).

Job Application for Admissions Campus Tour Guide

Quick Apply

Quick Apply

My Experience

Application Questions
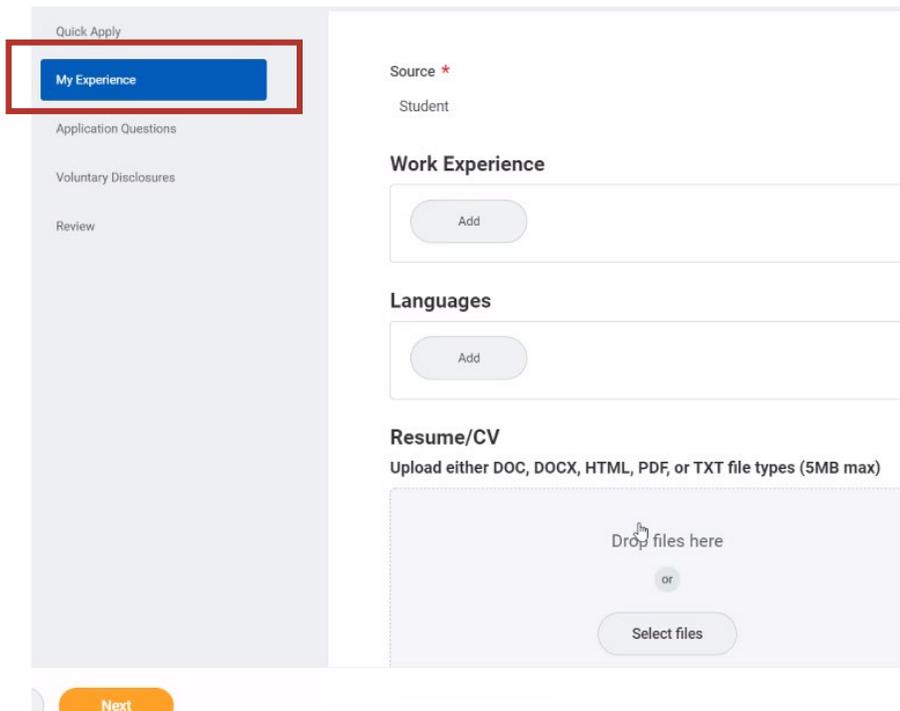
Voluntary Disclosures

Review

Import your resume here for a jump-start on applying, or fill in your information manually on the following pages.

Upload either DOC, DOCX, HTML, PDF, or TXT file types (5MB max)

Drop file here
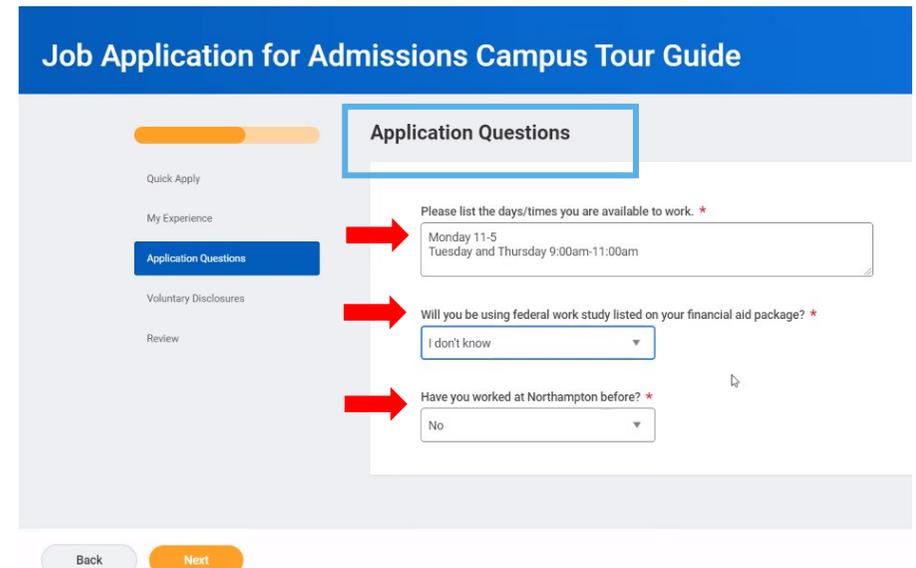or
Select files

Select files

Student Applies for Job Posting on Student Career Site

7. Click **Next**. Continue entering information in each tab.
8. The **My Experience** Tab – the student can add Work Experience, Languages, Resume/CV in the areas shown, then click **Next**.

9. The **Application Questions** Tab: The student will complete three required questions, then click **Next**.

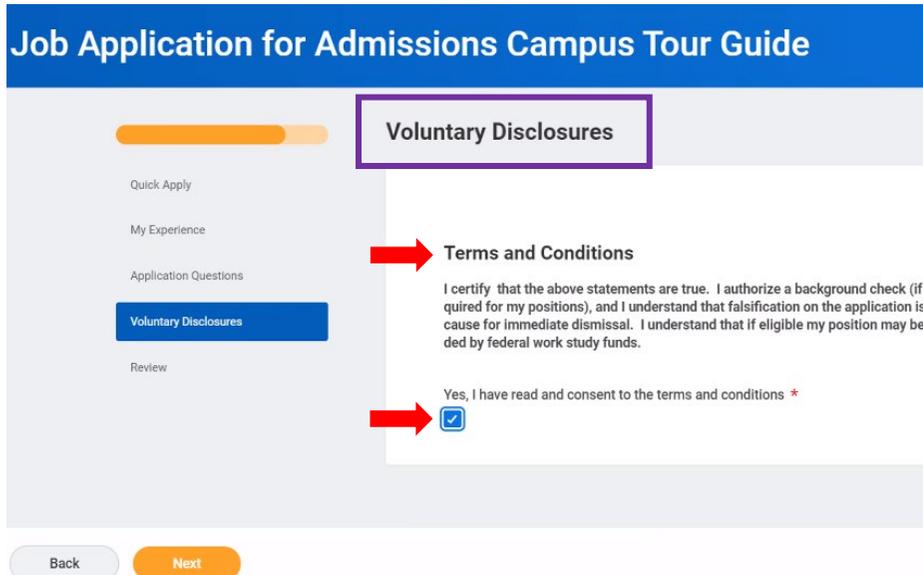10. The **Voluntary Disclosures Tab**: Read the *Terms and Conditions*; click the checkbox to verify.

11. The **Review** Tab: Look over the responses entered.
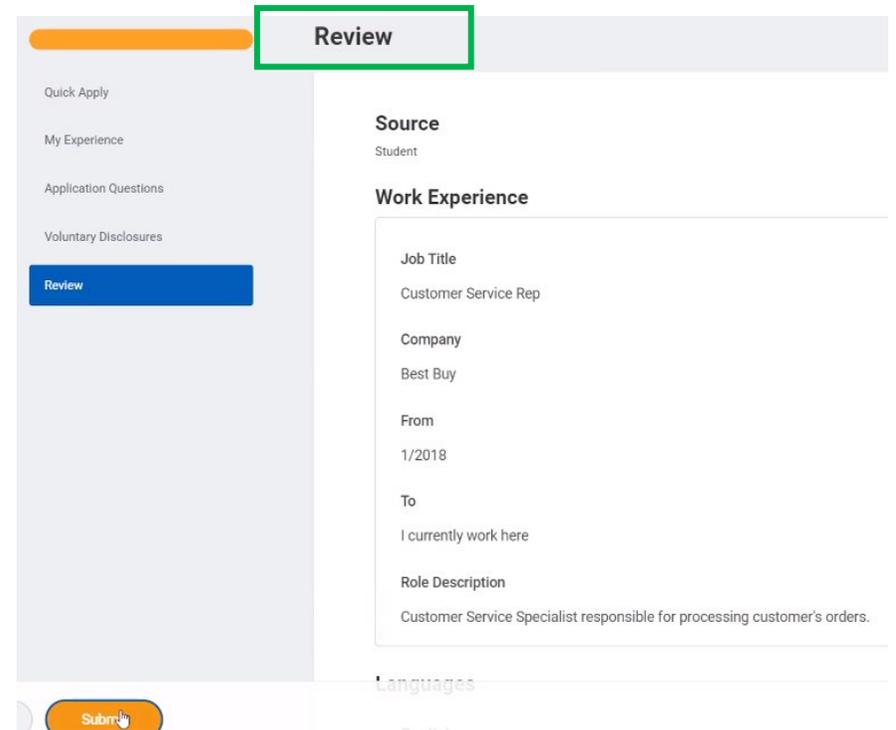
12. Click **Submit**, then click **Done**.