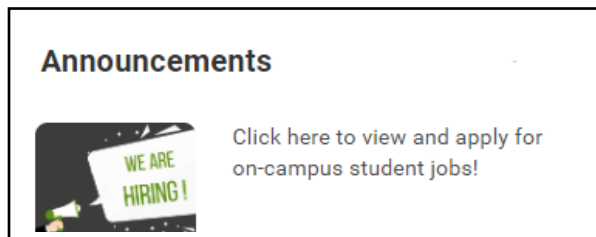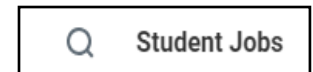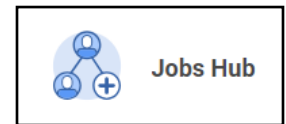# Find and Apply for On-Campus Jobs

On-Campus jobs are posted in Workday. All students have access to Workday.

Instructions for finding and applying for campus jobs.

1. Log into Workday.

2. To access jobs, select one of the following:

   o Click on the **Jobs Hub** app then click on **Student Jobs**

   o Click on the **Student Jobs announcement**, then click on **Find Student Jobs**.

3. The Student Jobs page will display all the jobs that are available. Click on the job title to review in further detail.

   o If interested, click on **Apply** from the job posting page.

💡 **Need help creating a resume?** Use this template to get started. The CXD Peer Advisors are also a great resource – check Handshake for drop-in hours and additional resources!
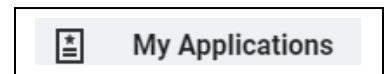
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4. The quick apply feature will walk you through several screens to complete your application.
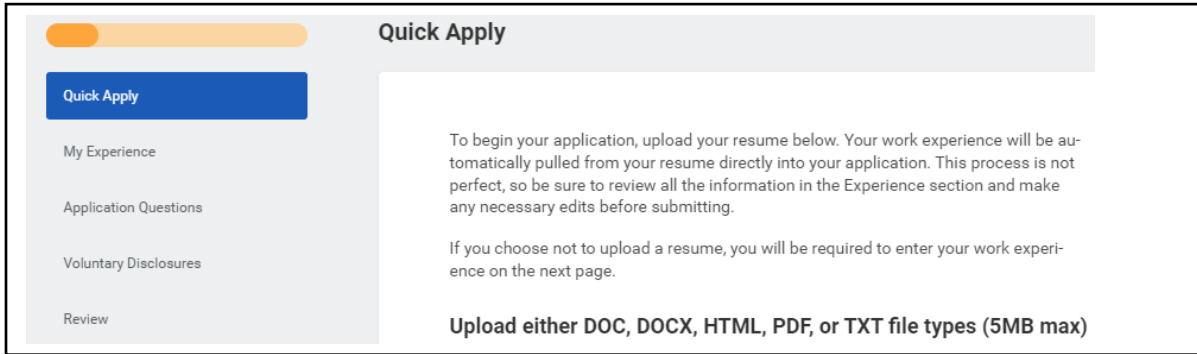
o   On the first page you may **upload a resume**. Click Next.
o   Once uploaded, your work experience will prepopulate on the next page. **Review for accuracy.** Make any necessary edits and if requested, attach documents at the bottom of the page to support your application. If you choose not to upload a resume, you can enter your work experience in the required fields. Click Next.
o   The application questions page is where you will provide more information about you and your interest in the position. Click Next.
o   On the Voluntary Disclosures page, you will be asked to select your race/ethnicity. *This is voluntary. Select "None of the above" if you do not wish to disclose.*
o   Review the Terms and Conditions for the application then click on the box to certify. Click Next.
o   On the final page, review your information and make any necessary edits. Once complete, click "Submit".

Additional Information:
o   You can review your applications at any time by selecting the Jobs Hub and then clicking on "My Applications."

o   Positions applied to, and the status of the search will be displayed.

o   You can withdraw your application at any time by selecting the Jobs Hub app, click My Applications and then click on "Withdraw Application".

Notifications will come to your **Bowdoin email**. Watch for communications regarding your application materials, confidentiality agreement, and employment forms, if offered a job.