



Using the Internal Career Site (Students)

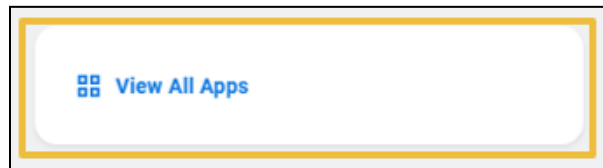
Overview

This job aid outlines the process of using the Workday career site for students and includes applying to a posted job.

Apply to Job

Security Role(s): Student As Self

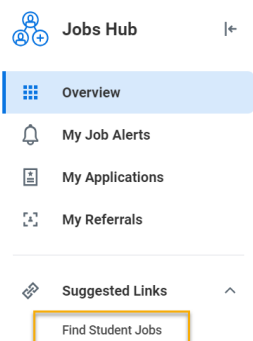
1. From the landing page, select **View All Apps**.



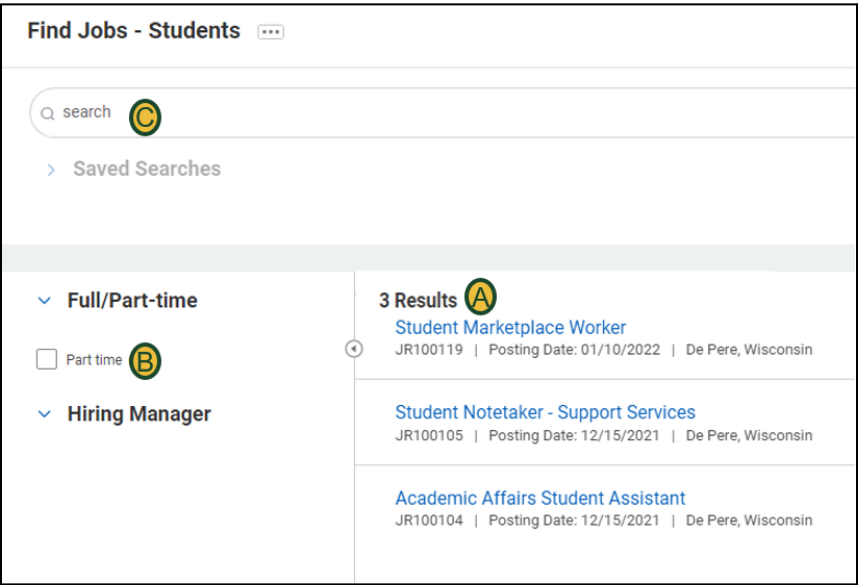
2. Navigate to the **Jobs Hub**.



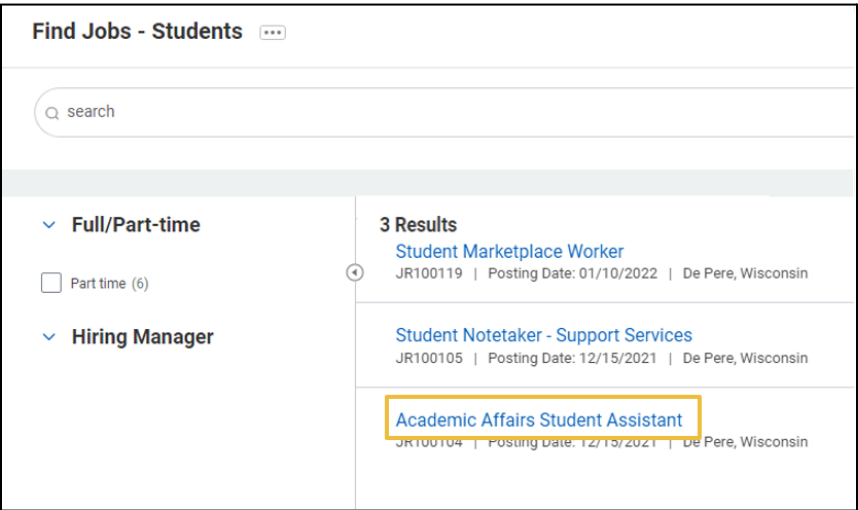
3. Select the **Find Student Jobs** option.



4. You will now see the current posted student jobs available on the career site. You can see the title, posting date, and location for each job.
- a. By default, you will see all results
 - b. You can refine the results by selecting specific criteria
 - c. You can search for a specific job



5. Select the **Job Title** to see additional details.



6. You will now see all job details including the job description, minimum qualifications, the hiring manager, credentials, etc. Select **Apply** to begin the job application process. If you already have a student job and are applying to a different or additional job, please skip to step 8 in this job aid. If you do not currently have a student job, continue to the next step.

Student Children's Center Teaching Assistant

[Apply](#)

Work closely with Lead Teachers in creating a safe and developmentally appropriate classroom environment.

Duties:

1. Sit with children at lunch to insure a peaceful meal time
2. Maintain a quiet atmosphere in the classrooms at all times
3. Ensure the safety of children on the playground
4. Diapering and assisting children in the bathroom
5. Greet parents and families members each day at arrival and pick up of children

General Qualifications:

1. Education major (preferred)
2. Adult/Child/Infant 1st aide/CPR/AED
3. Fingerprint background check
4. Complete all DCF (Dept of Children and Families) licensing paperwork
5. Complete Abusive Head Trauma training
6. Complete DCF Licensing orientation

Job Details

Job Requisition ID
JR101200

Location
[De Pere, Wisconsin](#)

Posting Date
02/07/2024 - 9 days ago

Job Family
Student Worker Hourly

Time Type
Part time

7. You can then enter your information to apply for the job.
- a. Select **Files** to upload your resume
 - b. Select **Next** to move to the next section. You will continue through sections for you to add details around your experience, application questions around your major and your availability to work, and disclosures for ethnicity, veteran status, etc. Complete the application by answering the questions provided in each section.
- You will select **Submit** when all sections are complete.

Job Application for Academic Affairs Student Assistant

[Quick Apply](#)

My Experience

Application Questions

Voluntary Disclosures

Self Identify

Review

Thank you for your interest in St. Norbert College!

Please Read:

If you use the **Quick Apply Resume/CV upload feature**, some data uploaded may not translate to the job application (using the 'parsing' tool may not work for documents over a certain length, or with custom formatting).

Please double-check any pre-filled information and make corrections, including deleting any incorrect data, as necessary. If you choose not to use this feature, you can attach a copy of your resume or CV later in the process when it says, "Resume/CV".

Your job application will be saved each time that you hit next, until the My Information Page. You can view any draft applications in the My Applications section on your candidate home account. Once your application has been submitted, you will not be able to add, remove, or change documents.

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

Drop file here

or

Select files

[Next](#)

8. You'll want to have your resume ready to upload in order to apply. **Select Files** to upload your resume. There will be a short questionnaire for you to complete about your major, availability to work, etc. You'll need to answer each question and then select **Submit**.

Resume / Cover Letter

Drop files here

or

Select files

Default Student Questionnaire

What is your major? (Required)

What is your year in college as of today? (Required)

- ☐ First-year
- ☐ Sophomore
- ☐ Junior
- ☐ Senior

What is your availability to work? (Required)

Do you currently hold any other positions on campus? (Required)

- ☐ Yes
- ☐ No

Submit

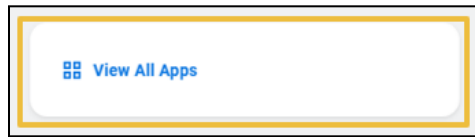
Save for Later

Cancel

9. The process is complete.

Viewing Your Applications

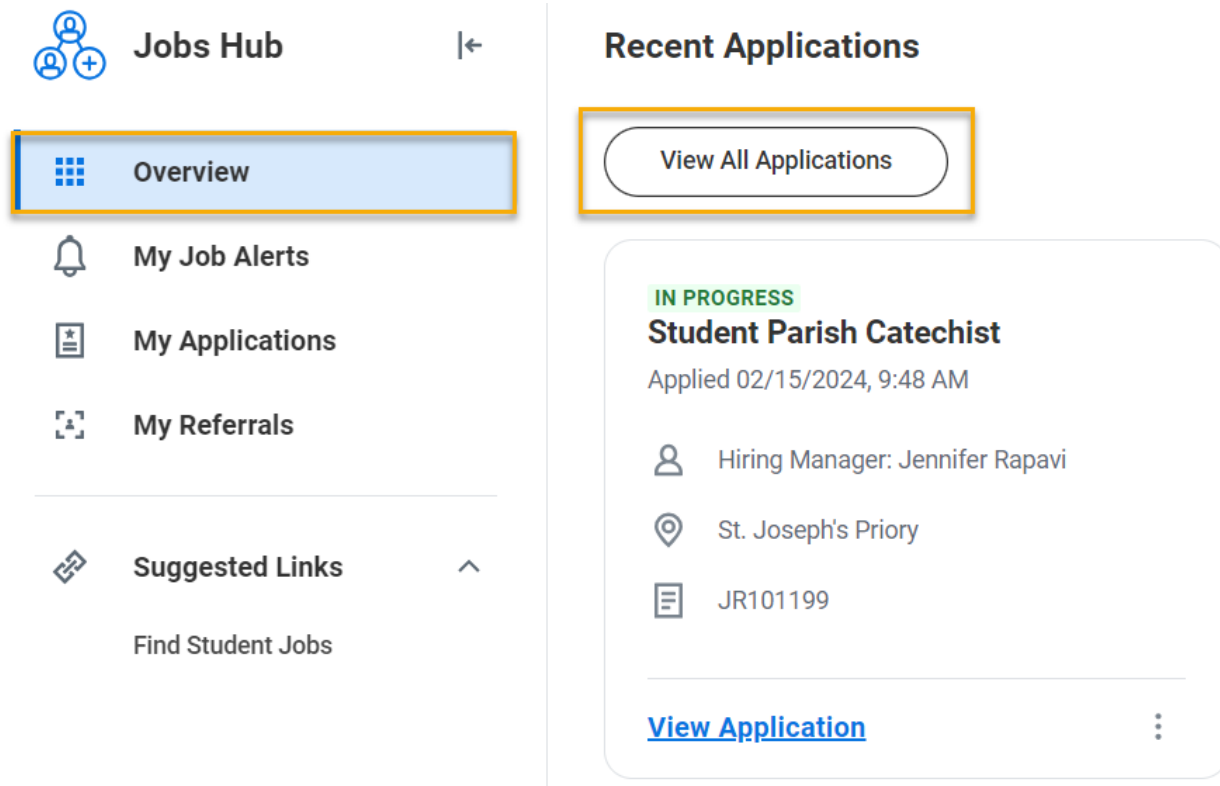
1. At any time, you can access Workday to see the applications that you've submitted. From the landing page, select **View All Apps**.



2. Select the **Jobs Hub**.



3. The **Overview** menu displays recent applications. Click **View All Applications** on the Overview menu or click the **My Applications** menu to view the full application history.



Jobs Hub

Overview

My Job Alerts

My Applications

My Referrals

Suggested Links

Find Student Jobs

My Applications

XPDF

Active (1)

Inactive (1)

Submitted Applications1 item

Submitted Date

Job Title

Job Requisition

Application Status

Supervisory Organization

Location

02/15/2024

[Student Parish Catechist](#)

JR101199 Student Parish Catechist

In Progress

Faith and Formation - Student Workers JM (Jennifer Rapavi)

[St. Joseph's Priory](#)