



Dickinson

Recruiting: Apply for Student Worker Opportunities

Workday User Guide

Intended Audience: Students

This guide outlines the application process for **Student Worker Opportunities** within Workday. For all other Dickinson Campus opportunities, please refer to *the Apply for Internal Career Opportunities and Referrals Job Aid*.

How to Access Workday:

- Download the Workday Mobile App for the app store on either iPhone or Android. Workday Mobile allows you to quickly conduct tasks or review your information, all on the go! Follow the instructions on the [Workday Mobile Job Aid](#) to access Workday and apply for student worker opportunities.
- Access Workday via the Gateway link on your [Gateway](#) home page.

Task: Apply for Student Job

1. From the **Workday** homepage, select **Menu** → **Student Jobs Board**.
2. Click on Student Jobs Board to display the current opportunities. Use the filters and search field on the left-hand side to sort the open positions based on your desired criteria.
3. When you've found an opportunity of interest, select the hyperlinked posting title to view details, then select **Apply**.
4. Attach your resume and cover letter, if applicable. Select **Next**
5. Fill out your Work Experience, Education, Skills, and Languages. Select **Next**
6. Read and accept the Terms and Conditions by checking the box to confirm that all information provided in the application is accurate and complete. Select **Next**
7. Review and **Submit**.

NEXT STEPS: After submission, your job application will be reviewed. You can track and manage its status by searching or selecting the Quick Task **My Applications**.



Recruiting: Apply for Student Worker Opportunities

Workday User Guide

Support: Still have questions?

For technical assistance, please contact the [HelpDesk via email](#) or call 717-245-1000.

If you have additional questions, please contact HR Services via email at hrrservices@dickinson.edu