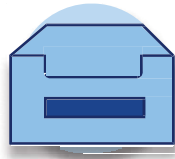


**KEAN** | **workday**  
**My Guide**

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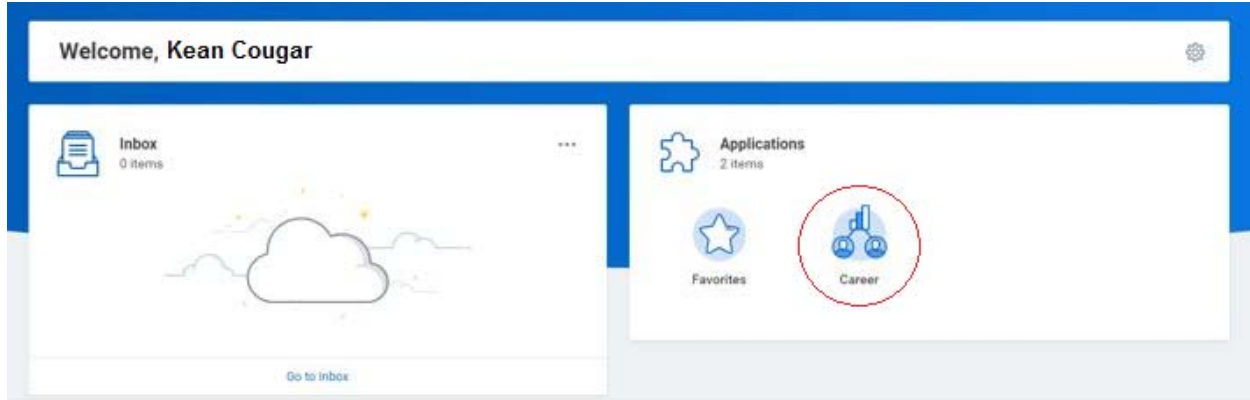
**Applying for a Job as a Student**



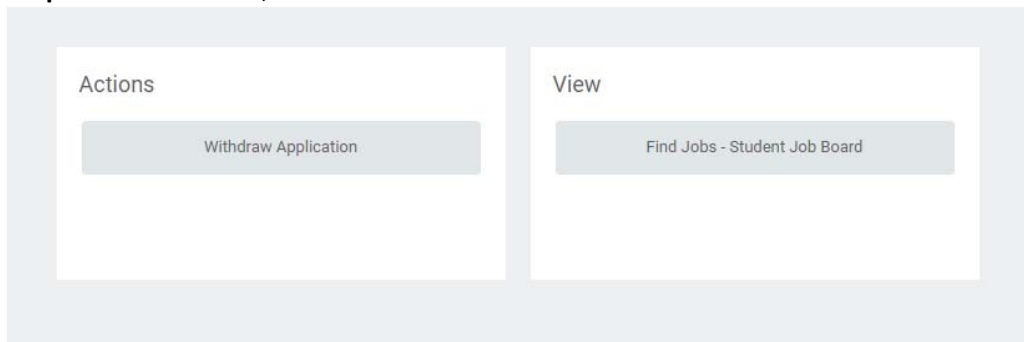
## Applying to a Job as a Student

Please log in to your Workday account using your Kean email and password.

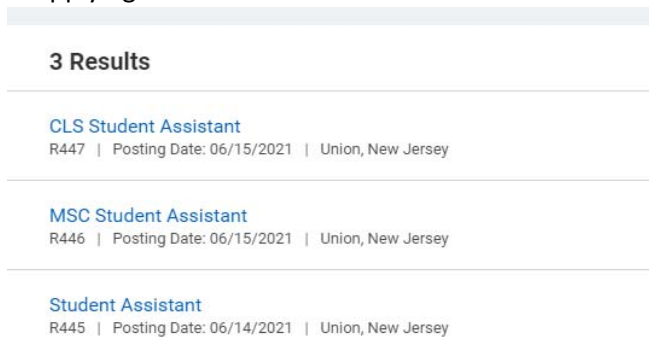
**Step 1:** Select the Career worklet icon on the homepage.



**Step 2:** Under "View", select "Find Jobs – Student Job Board".



**Step 3:** You will now see all open Student Assistant positions. Select the position that you are interested in applying to.



**Step 4:** When you select the position, you will see an orange Apply button in the upper right-hand corner. Select the Apply button.

[View Job Posting Details](#) [CLS Student Assistant](#) ⋮

## Job Description

### Application Instructions

- Please submit your cover letter, resume, contact information for three professional references and any other application materials you wish to submit.

n/a

### Additional Information

Kean University complies with the [New Jersey First Act](#) (Senate Bill No. 1730, P.L. 2011, Chapter 70). Any individual newly hired by Kean University will be required to abide by this law and establish a principal residence in New Jersey. New employees will have a full 365 days to establish such residence, from the effective date of hire.

In compliance with the Americans with Disabilities Act (ADA), if you have a disability and would like to request an accommodation in order to apply for a position, please refer to Section III.A. of our [Reasonable Accommodations Policy & Procedures](#).

### Diversity & Non-Discrimination Statement

Kean University is committed to establishing and maintaining a diverse campus community

Apply

[Career Site for Students: CLS Student Assistant](#)

## Job Details

|                    |                                   |
|--------------------|-----------------------------------|
| Job Requisition ID | R447                              |
| Location           | <a href="#">Union, New Jersey</a> |
| Posting Date       | 06/15/2021 - 1 day ago            |
| Job Family         | Student Assistant                 |
| Time Type          | Part time                         |
| Job Type           | Student                           |

**Step 5:** On the first screen for Quick Apply, add your most up to date resume/cv. The resume will automatically populate parts of the application. All positions on campus require a Resume.

The screenshot shows the 'Quick Apply' interface. On the left is a navigation menu with 'Quick Apply' selected. The main content area has a heading 'Quick Apply' and a sub-heading 'You can upload a resume to begin populating your experience and skills. If you don't have a resume, you can enter that information manually.' Below this is a prompt: 'Upload either DOC, DOCX, HTML, PDF, or TXT file types (5MB max)'. A large light blue box contains the text 'Drop file here' and a 'Select files' button.

**Step 6:** Review your work experience. If the experience has not auto populated, then you must fill in the required fields manually. You can also edit any of the fields if needed. Any additional documents can be attached at the bottom of this page.

The screenshot shows the 'My Experience' form. The left navigation menu has 'My Experience' selected. The main content area has a heading 'My Experience' and a sub-heading 'Source \*' with the value 'Current Kean Student Employee'. Below this is a section titled 'Work Experience' with two required fields: 'Job Title \*' with the value 'Owner' and 'Company \*' with the value 'DK Creative Solutions LLC'.

**Step 7:** Complete the Voluntary Disclosures section of the application.

The screenshot shows the 'Voluntary Disclosures' section of an application. On the left is a navigation menu with options: 'Quick Apply', 'My Experience', 'Voluntary Disclosures' (highlighted in blue), 'Self Identify', and 'Review'. The main content area is titled 'Voluntary Disclosures' and contains a section for 'Kean University is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer'. Below this is a paragraph of text explaining the university's commitment to diversity and the purpose of the form. At the bottom, there is a prompt: 'Please select the ethnicity (or ethnicities) which most accurately describe(s) how you identify yourself'.

**Step 8:** Complete the Voluntary Self-Identification of a Disability section of the application.

The screenshot shows the 'Voluntary Self-Identification of Disability' section. The left navigation menu has 'Self Identify' highlighted in blue. The main content area is titled 'Voluntary Self-Identification of Disability' and includes the following fields: 'Form' (CC-305), 'OMB Control Number' (1250-0005), 'Expires' (05/31/2023), 'Name \*' (text input), 'Employee ID (if applicable)' (text input), and 'Date \*' (calendar icon).

**Step 9:** Review all sections of your application before submitting.

The screenshot shows the 'Review' section of the application. The left navigation menu has 'Review' highlighted in blue. The main content area is titled 'Review' and shows a 'Source' field with the value 'Current Kean Student Employee'. Below that is a 'Work Experience' section with a table containing the following information:

| Job Title                 |
|---------------------------|
| Owner                     |
| Company                   |
| DK Creative Solutions LLC |
| From                      |
| 11/2018                   |
| To                        |
|                           |

At the bottom of the page, there are 'Back' and 'Submit' buttons.

**Step 10:** Once you have submitted the application, you will receive an automated message confirming your application.