

## **Job Aid | How to Apply for a Student Job**



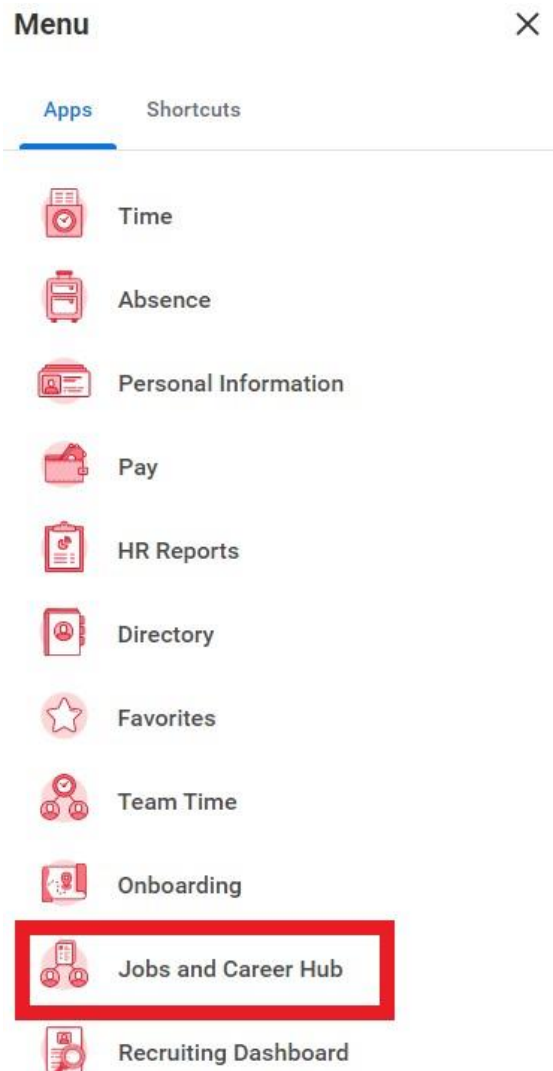
**Purpose:** Student employees can apply for on-campus jobs directly in Workday through the Jobs and Careers Hub. You can find a list of all student jobs by searching for the NU Find Students Jobs report.

**Work Study Positions:** Work Study Positions are only for students who have received federal work study funding. If a student who has not received work study funding applies to a work study position they will be automatically removed from the candidate pool and receive an email notifying them of the change in status.

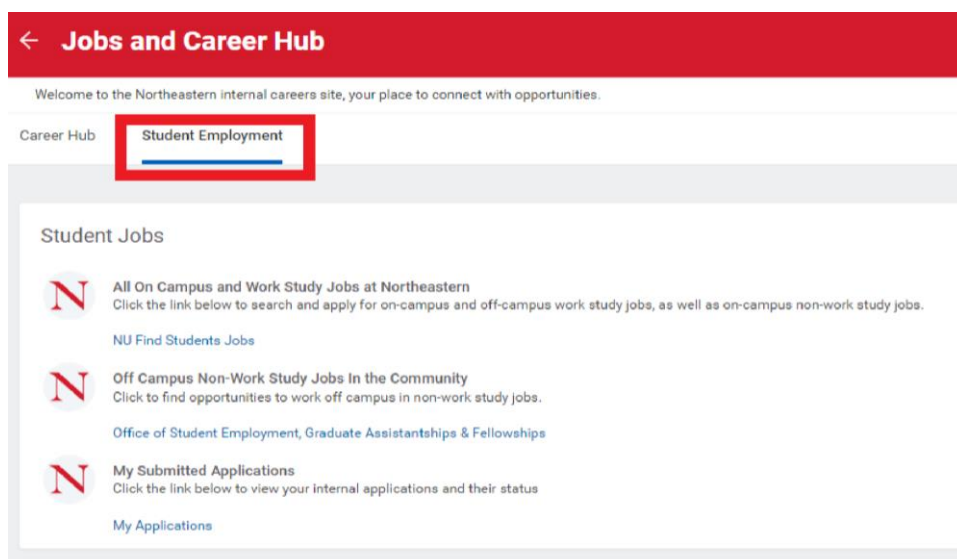
### **Steps to apply for a student job in Workday:**

1. Log in to Workday.

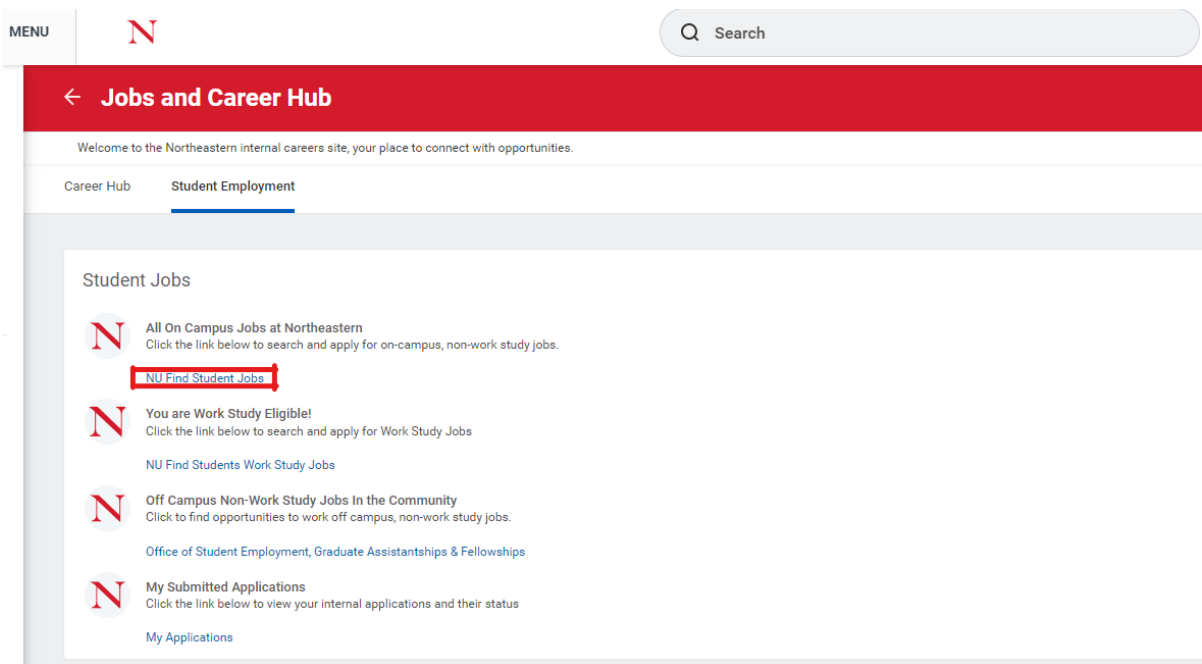
2. Go to **View All Apps**. Then select the **Jobs and Career Hub** application.



3. Once you have selected the **Jobs and Career Hub** app, students should toggle to the **Student Employment Tab** to access available jobs, review open



4. Students can view all on campus and work study jobs at Northeastern by accessing the **NU Find Student Jobs** report. This will include job descriptions and other general information about the roles, applications, and submit I-9 information (as needed).



5. If you come across an opportunity that interests you, students can apply for the open role in Workday directly from the Job Posting Details page.

View Job Posting Details

Research & Project Assistant

Job Description

Job Description

Assist the D'Amore-McKim School of Business Cooperative Education team with regular office tasks and Special Projects, including:

- Conducting a competitive/gap analysis of top universities, comparing their career programming and work-based ex ed opportunities and identifying the areas that D'Amore McKim currently does not offer.
- Researching unique short-term experiential learning programs offered by employers, ranging anywhere from one day or one-two weeks. Finding comprehensive lists and seeking out specific companies that offer these short-term opportunities (example: [externships](#), [Bain Entrepreneurial Leaders Program](#)).
- Researching scholarships and unique employer programs based on certain identities. Navigate crossover w/ OSEIA and collaborate accordingly.
- Collaborating with co-op team and providing feedback on resource sheets and pathways for searching and applying to internships, short-term programs, identity-based programs (collaborating with OSEIA) and summer analyst roles.
- Other tasks as assigned.
- This position will have a workload that varies throughout the semester, estimating 5-15 hours per week.

Job Requirements

- Excel, Word, PowerPoint as necessary
- Ability to work independently, once instructions are issued
- Dependable, reliable, trustworthy

Category

Office / Clerical (Student Job Posting Category)

Additional Information

Northeastern University is an equal opportunity employer, seeking to recruit and support a broadly diverse community of faculty and staff. Northeastern values and celebrates diversity in all its forms and strives to foster an inclusive culture built on respect that affirms inter-group relations and builds cohesion.

All qualified applicants are encouraged to apply and will receive consideration for employment without regard to race, religion, color, national origin, age, sex, sexual orientation, disability status, or any other characteristic protected by applicable law.

To learn more about Northeastern University's commitment and support of diversity and inclusion, please see [www.northeastern.edu/diversity](http://www.northeastern.edu/diversity).

Apply

Job Details

Job Requisition ID	R108727
Location	<a href="#">Boston, MA (Main Campus)</a>
Posting Date	09/02/2022 - 2 months ago
Job Family	<a href="#">On Campus Work Study (WS)</a>
Time Type	Part time
Job Type	Student (Fixed Term)
Supervisory Organization	DMSB Co-op JM (Katie Prounis)

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[Social Media and Marketing Manager](#)

[Student Administrator](#)

[Student Experience Consultant, Student Financial Services Customer Service](#)

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