

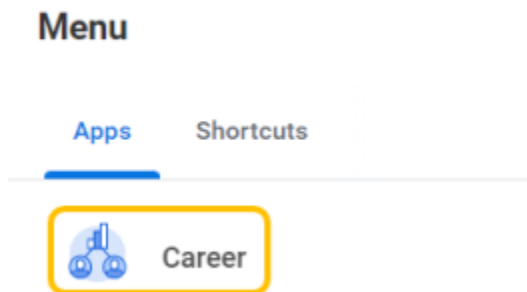
# Student Jobs at Lynn

To apply to open student positions, use the "Career" application in Workday and follow the steps below.

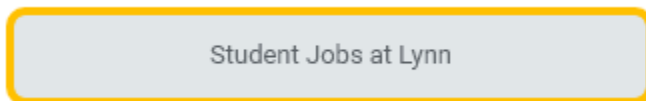
1. Click **Menu**.



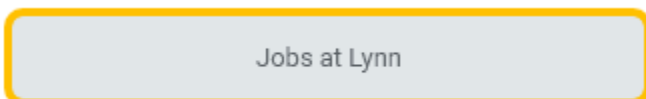
2. Click **Career**.



3. For student jobs, click **Student Jobs at Lynn**.



For other part-time and full-time jobs, click **Jobs at Lynn**.



4. Select a position to review job posting details (e.g., Customer Service Representative).

**Customer Service Representative**

R0000387 | Posting Date: 06/15/2023 | Lynn Library

5. Click **Apply**.



**Summary:**

The incumbent performs a wide variety of duties related to the daily office operations of the Facilities, Mechanical and Grounds Departments. May participate in other duties that will be assigned by the Vice President of Campus Operations.

6. Upload Resume/Cover Letter by dropping file(s) in gray box, or clicking **Select files**.

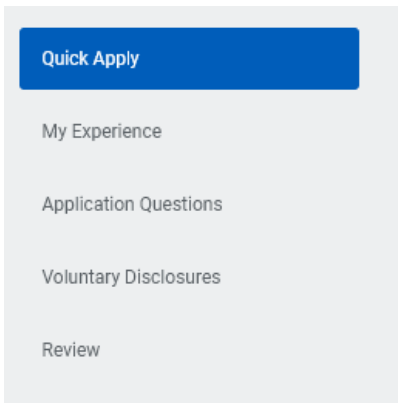
**Resume / Cover Letter**

Drop files here

or

Select files

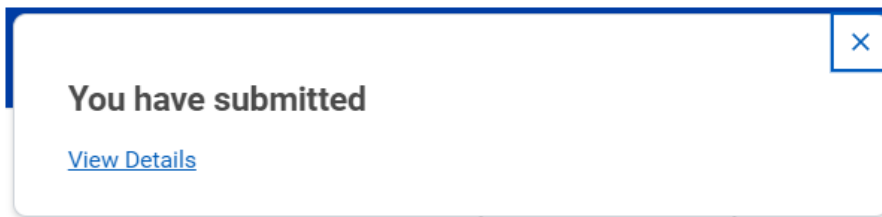
7. Complete **My Experience**, **Application Questions**, **Voluntary Disclosures**, and **Review**.



8. Click **Submit**.



9. Once submitted, you will receive a confirmation.

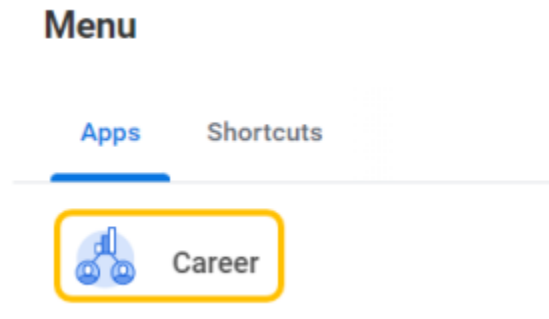


**To view your submitted applications, log into Workday and follow the steps below.**

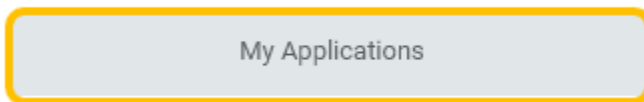
1. Click **Menu**.



2. Click **Career**.



3. Click **My Applications**.



4. View applications.

My Applications <span>...</span>						
1 item						
Date Applied	Candidate Stage	Job Title	Job Requisition	Department	Hiring Manager	Location
11/29/2022	Review	<a href="#">Internal: Administrative Assistant</a>	R0000005 Administrative Assistant (Open)	<a href="#">College of Arts and Science (Robin Vince)</a>	<a href="#">Robin Vince</a>	<a href="#">Freiburger Residence Hall</a>