



Overview:

This document explains how students can find and apply for open student positions.

- The recommended browser for accessing Workday is Google Chrome. However, Mozilla Firefox and Apple Safari may also be used.
- For assistance or training using these procedures, email Mariah Schroeder at schroederm1@findlay.edu.

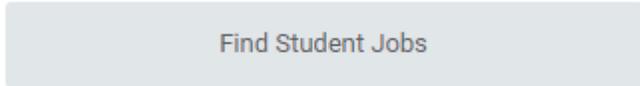
Icons referred to in this document



Career

View Open Student Positions

1. Click the **Career** application on the Workday homepage
2. Click **Find Student Jobs**



3. The list of open student positions will display

The screenshot shows the 'Find Student Jobs' interface. At the top, there is a blue header with the text 'Find Student Jobs' and a 'Actions' button. Below the header is a search bar with a magnifying glass icon and a 'Search' button. Underneath the search bar is a 'Saved Searches' link. The main content area is divided into two columns. The left column is titled 'Current Search' and contains several filter sections: 'Distance' with a 'Within' dropdown and a 'postal code' input; 'Full/Part-time' with a 'Part time (3)' checkbox; and 'Hiring Manager' with three checkboxes for 'Mariah Schroeder (1)', 'Bill Johnston (1)', and 'Chris Fowler (1)'. Below these are 'Job Category' and 'Job Family' sections. The right column is titled '3 Results' and lists three job openings: 'Reading and Math Tutor Glenwood Middle School - Community Work Study' (R0001858), 'Student Orientation Leader' (R0001849), and 'Financial Aid Student Assistant' (R0001847). Each result includes the job title, ID, posting date, and location.

4. To view the position description click on the position title





5. The position description will display

View Job Posting Details
Financial Aid Student Assistant [Account](#)

Job Description [Apply](#)

INSTRUCTIONS: Current, full-time employees of the University are not eligible to apply to student employment positions.

Position Reports To:
Student Assistants (Chris Fowler)

Job Description:

Skills/Training:
Student candidate expected to be professional, reliable, and efficient. Must possess good interpersonal skills. Confidentiality is necessary. Must have basic computer skills and good telephone etiquette.

Responsibilities:

- Greet Financial Aid visitors
- Answer phones
- Scan/Index documents
- Cover office over lunch hour
- Assist financial aid counselors
- Assist counselor passing out information and answering questions at the One Stop Shop on freshman registration days

National Association of Colleges and Employees (NAACE) Career Competencies:

- Digital Technology: Financial Aid Student Assistant will use several forms of technology including a PC and document scanner and have access to view federal software.
- Teamwork/Collaboration: Financial Aid Student Assistant will interact with the entire financial aid team, which includes the director, associate director, assistant director, system's specialist and administrative assistant. Student Assistant will have direct contact with students, parents, and other faculty/staff members.
- Career Management: Financial Aid Student Assistant will strengthen their interpersonal skills and degree of professionalism by learning how to communicate openly face to face and via phone. They will gain knowledge of the federal financial aid process.
- Critical Thinking/Problem Solving: Financial Aid Student Assistant will strengthen their problem solving skills when assisting with students questions regarding federal student aid.

Review of applications will begin immediately and continue until the position is filled.

The University of Findlay is an Equal Opportunity Employer/Affirmative Action Employer Male/Female/Disabled/Vet.

Job Details

Student Jobs - Internal: Financial Aid Student Assistant

Job Requisition ID	R0001847
Location	📍 Main Campus
Posting Date	02/19/2021 - 11 days ago
Job Family	Student Worker
Time Type	Part time
Job Type	Student
Supervisory Organization	Student Assistants (Chris Fowler)

Apply to Open Student Positions

1. Click Apply



View Job Posting Details
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Job Description [Apply](#)

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2. Complete the Application and attached a Resume

3. Click **Submit** once your application is complete.