

Student Employment

Step-by-Step Guide

Student Application Process



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Welcome to Student Employment at Simmons University!

The following is a step-by-step guide to applying for a job in Workday. If at any point you have questions, don't hesitate to reach out to StudentEmployment@Simmons.edu.


Step One: VISIT THE STUDENT JOBS SITE

The screenshot shows the Simmons University Careers page. At the top right is a "Sign In" button. The header features the Simmons University logo and the word "Careers". Below the header is a "Search for Jobs" section with a search bar and a "Search" button. On the left side, there are filters for "Current Search", including "Clear All", "Job Category" (Staff Group (1), Student Group (66)), "Locations" (Main Campus - Boston, MA (63), Remote - National (2), Residence Campus - Boston, MA (2)), "Job Type" (Staff (1), Student (66)), and "Full/Part-time". The main content area displays "67 Results" with a list of job postings, each including the job title, location, ID, and posting date. The visible results are: Simmons Community Engagement Graduate Assistant, Community-Based Learning Coordinator - Student (General) (Main Campus - Boston, MA | R05909 | Posted 8 Days Ago), Staff Accountant - Student (General) (Main Campus - Boston, MA | R05908 | Posted 10 Days Ago), SSW Graduate Assistant (Main Campus - Boston, MA | R05886 | Posted 17 Days Ago), Technology Assistant - Student (GENERAL) (Main Campus - Boston, MA | R05883 | Posted 20 Days Ago), Technology Assistant - Student (WORK STUDY) (Main Campus - Boston, MA | R04454 | Posted 20 Days Ago), MPH Graduate Assistant - Student (GENERAL) (Main Campus - Boston, MA | R05882 | Posted 20 Days Ago), Summer Career Education Center Peer Career Assistant - Student (Main Campus - Boston, MA | R05878 | Posted 21 Days Ago), Athletics/Swim Instructor Assistant - Student (GENERAL) (Main Campus - Boston, MA | R05874 | Posted 23 Days Ago), and Athletics/Swim Instructor Assistant - Student (WORK STUDY).

1. **New students** should visit the [External Careers Site](#) to apply for jobs.
2. **Active students looking for an additional job** need to apply for jobs in Workday (workday.simmons.edu). On your homepage, type "Find Jobs at Simmons" in the search box on the top left-hand side of the page to open the Internal Careers Site. Please be sure to filter for Student Jobs on the left-hand side under "Worker Type".
3. Click on a position you are interested in applying for.

Note: The search filters on the left side of the page can be used to narrow the search. Only students who have work study awards as part of their financial aid package can apply for jobs that have the WORK STUDY label. Any student can apply for positions with the GENERAL label.

Step Two: REVIEW THE JOB DESCRIPTION



Careers

Technology Assistant - Student (GENERAL)

📍 Main Campus - Boston, MA

🕒 Posted 20 Days Ago

📅 Part time

📄 R05883

Your full LinkedIn profile will be shared. [Learn More](#)

Apply

Apply with LinkedIn

This position is responsible for providing excellent customer service and support to Simmons students and Faculty and Staff. Good attention to detail is required. Training is provided but an aptitude for technology is helpful.

Duties & Responsibilities:

Circulation Assistant duties

- Equipment check-in/check-out
- Front Desk Reception and Monitor Entryway to suite
- Maintain and update parking tickets
- Customer Service
- Initial triage of patron issues (Checkout, account and computer issues)
- TSC Inventory and Reconciliation (Circulation, Receiving Room and Consumables)
- Technology Support Center work queue management, maintenance and reconciliation
- Assist patron with setting appointments
- Assist Technical Assistant with all duties as needed and / or requested
- Closing and Opening duties
- Other Duties as assigned

Technical Assistant Duties

- Assist Circulation Assistance with all duties as needed and/ or requested
- Maintain and update TSC appointment and repair
- Maintain Sunset queue and perform all related work associated with Sunset items
- Assist staff and students with personally owned computers, cell phones and accounts (for Faculty personally owned computers, seek supervisor assistance)

General Access Assistant Duties

- Refills paper, toner, staples, etc in Simmons public printers on Residence Campus and Main Campus on

About Us

When applying for a job you are interested in, please be sure to read the application instructions fully and follow them closely. Most prospective employers will require a resume and an in-person interview. Check out Career Toolkit pages on our Career Education Center site for tips on these and other job search skills.

Once you are offered employment, your application will be finalized and processed by Benefits and Payroll in Workday. Student employees will be required to provide information and complete forms via Workday, including the Form I-9. You will then need to go to Benefits and Payroll to show the identification required to finish the I-9.

Please Note: It is against federal law to begin employment without completing a Form I-9, which verifies your eligibility to work in the United States. [Here is a list of documents that are acceptable for completing the Form I-9.](#) If you do not have the documents in your possession now, please make arrangements to have the original documents (photo copies are NOT acceptable) sent to you prior to your first day of work.

Additionally, if you are hired at an off campus work study site, your employer will need to complete an Off Campus Work Study Employment Agreement, available in the Benefits and Payroll Office (Main College Building, E203).

Similar Jobs

1. The job description along with any special application instructions that the manager has included in the position will be displayed here.
2. At the bottom of each job description is guidance around who is eligible for Work Study and General jobs.
3. On the right hand side of the page is information about getting hired and the I-9 documents that the student will need to provide upon hire.
4. Click Apply if interested in applying for the position.

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Step Three: COMPLETE IMPORTANT INFORMATION

Quick Apply

Make completing your job application easier by uploading your resume or CV.

Upload either DOC, DOCX, HTML, PDF, or TXT file types (5MB max)

Drop file here

or

Select files

This section allows you to upload your resume for your information to autofill into the application. This is not required. If you do not have a resume to upload, please click Next.

COMPLETE IMPORTANT INFORMATION (Continued)

Technology Assistant - Student (GENERAL)

My Information

Country *
United States of America ▼

Legal Name

First Name *
John

Last Name *
Simmons

I have a preferred name
☐

Address

Address Line 1
300 The Fenway

City
Boston

State
Massachusetts ▼

Postal Code
02115-5898

Email Address

Email *
HR@simmons.edu

Phone

Country Phone Code *
X United States of America (+1)

Phone Number *

Back Next

Phone Extension

1. **Country:** Select the country you are from
2. **First Name:** enter your legal first name
3. **Last Name:** enter your legal last name
4. **Address Line 1:** this field is optional
5. **City:** this field is optional
6. **State:** this field is optional
7. **Postal Code:** this field is optional
8. **Email:** enter your Simmons e-mail address
9. **Phone:** enter your phone number
10. **How Did You Hear About Us?** select an option
11. Click "Next"

Step Four: COMPLETE YOUR EXPERIENCE, SKILLS AND UPLOAD YOUR RESUME

Technology Assistant - Student (GENERAL)

My Experience

Work Experience

Job Title *

Founder

Company *

Simmons University

Location

Start *

09/2018

I currently work here

☒

Role Description

Remove

Add

Education

Add

Skills

Search for a skill

Resume/CV

Upload a file (5MB max)

Resume.docx

✓ Successfully Uploaded

Cover Letter.docx

✓ Successfully Uploaded

Upload

Websites

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1. The fields on this screen are all optional, but please note that the manager may have requested some of this information in the job posting (e.g. resume). If you uploaded your resume on the first page, these field will autofill. Please review the information and ensure everything is accurate.
2. Click "Next"

COMPLETE YOUR EXPERIENCE, SKILLS AND UPLOAD YOUR RESUME (Continued)

Technology Assistant - Student (GENERAL)

Application Questions

< | >

Do you have work study? *

No

If Yes, what is the amount of the award? If No, enter N/A *

N/A

Are you working in another Simmons job? *

No

Is Yes, which job? If no, enter N/A *

N/A

Are you a Part Time or Full Time student? *

Full Time

Why are you interested in this job? *

I am interested in learning about the field of Technology while serving the Simmons community.

What is your Simmons ID? *

1111111

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1. **Do you have work study?** Select yes or no.
2. **If yes, what is the amount of the award?** List the amount if applicable.
3. **Are you working in another Simmons student job?** Select yes or no.
4. **If yes, which job?** List the other job you current have with Simmons.
5. **Are you a Part Time or Full Time Student?** Select Part Time or Full Time (6 or less credits is considered Part Time and 7 or more credits is considered Full Time)
6. **Why are you interested in this job?** Explain why you are interested in the posted position and why you believe you are qualified for the position.
7. **What is your Simmons ID?** List your Simmons ID.
8. Click "Next"

Voluntary Disclosures

Terms and Conditions

I certify that the information I have provided in this application, on any accompanying résumé, and any other information I have provided about my background and experience is true and complete, as of the date it was submitted. I understand that any material misrepresentation or withholding of information will result in the rejection of this application, or the termination of my employment if such misrepresentation or withholding is discovered after my employment begins. I further understand and agree that Simmons has full discretion in determining what is material for the purpose of this attestation.

I understand that, if I am hired, I must provide proof of eligibility to work in the United States, consistent with federal law. If I cannot provide such proof within three (3) business days of my hire date, I understand that Simmons reserves the right to terminate my employment.

I understand that employment at Simmons is at-will. This means that, if I am hired, I may terminate my employment at any time and for any reason, and Simmons retains the same right.

Yes, I have read and consent to the terms and conditions *

☒

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workday

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Next

1. Read the Terms and Conditions.
2. Check the box indicating that you have read and consent to the terms and conditions.
3. Click "Next"

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My Information

Legal Name
John Simmons

Address
200 The Fenway
Boston, MA 02115-5898
United States of America

Email
HR@simmons.edu

Phone
+1 (617) 5212094

How Did You Hear About Us?
Simmons Student Career Site

For account reconciliation purposes, have you previously worked at or attended Simmons University?
No

Work Experience


Job Title
Founder


Company
Simmons University

From
9/2018

To
I currently work here

Resume/CV


Cover Letter.docx

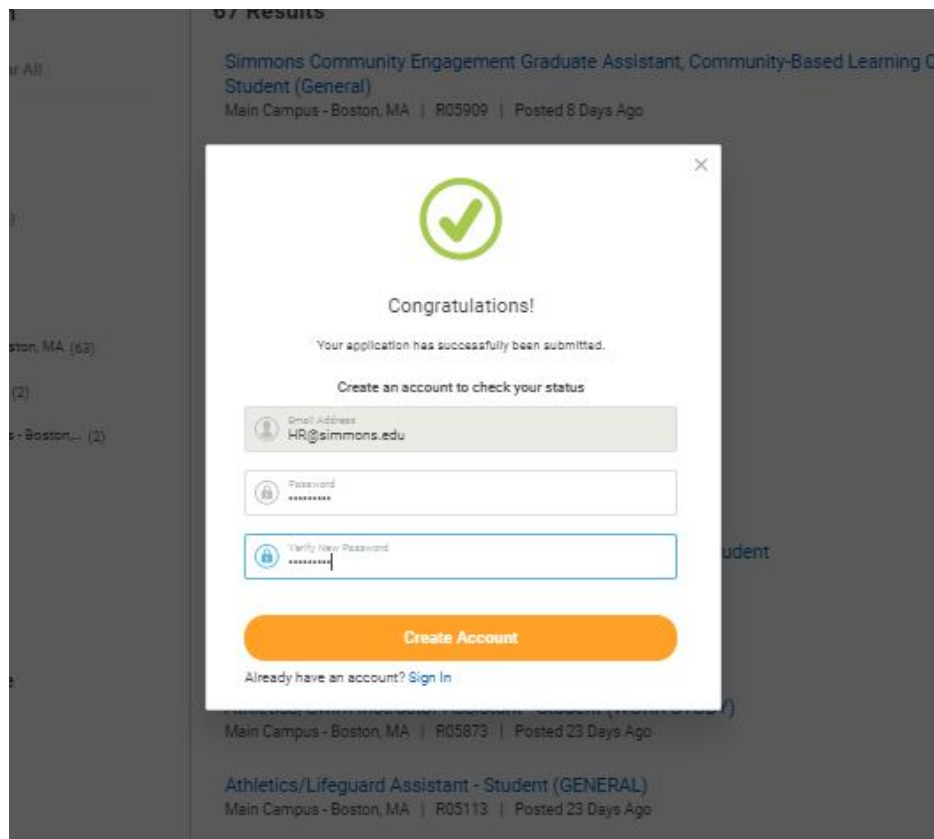

Resume.docx

Back

Submit

Return Site

1. Review the information you submitted.
2. Click "Submit"



1. To complete your candidate record you will be prompted to create an account.
2. Create and verify a password
3. Click "Create Account"

Please log in to your candidate home page to see all the positions you've applied for.