How to Apply for an On-Campus Position

1. Log into your CUHired profile.
2. Click on the "Jobs & Internships" tab.
3. From the drop down menu, click "Search."
4. Click "Position Type."
5. From the drop down menu, select "On Campus Student Employment or Internship."
6. Click "Apply."
7. Click on the job you are interested in.
8. Scroll down the page, and view the "Related Resources" section on the right side of the page.
9. Click on either "On-Campus Student Employment Application Word Document" or "On-Campus Student Employment Application" (PDF).
10. The Application will download to your computer. Click on it an open it after it downloads.
11. Fill out the application, and save it to your computer or flash drive.
12. Before you can apply to the job, you will have to upload your Application to CUHired. On the left side of the page, click "Documents."
13. From the drop down menu, click "My Documents."
14. Click "Add New."
15. In the Label box, type a label for your document. Suggested label: OnCampus Student Employment Application.
16. Under "Document Type," click on "Student Employment Application."
17. Next, click "Choose File."
18. From your computer or flash drive, select your filled out Application that you completed and saved in step 11.
19. Click "Submit."
20. Repeat steps 2-7.
21. Click "Apply."
22. Under "Student Employment Application," select the name you labeled your Application when you uploaded it in step 15.
23. Click "Submit." Shortly, a screen should pop up that says, "Your application has been submitted."
24. An Application Confirmation email will be sent to your Campbell email from campbell@csm.simplicity.com