

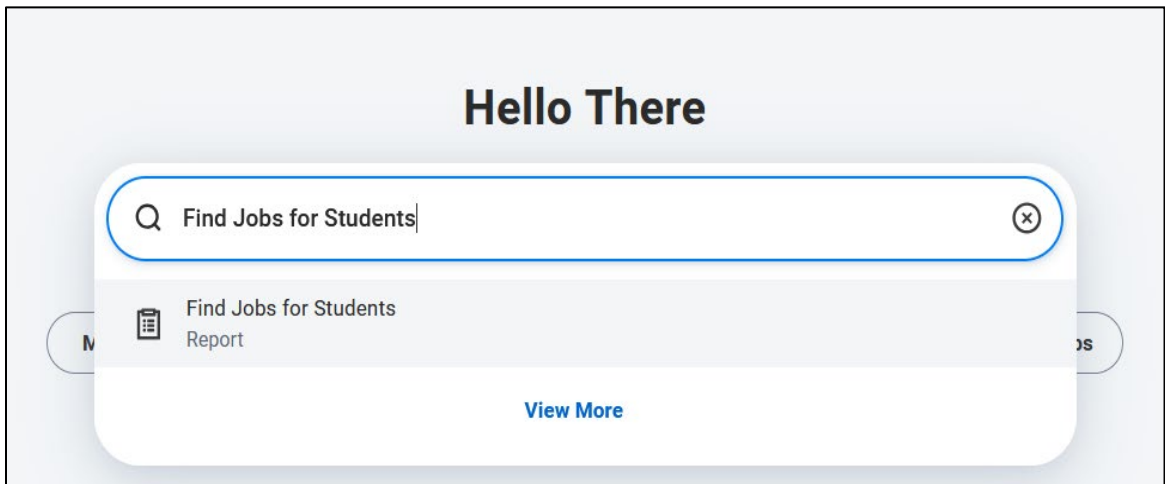


Workday Student Recruiting

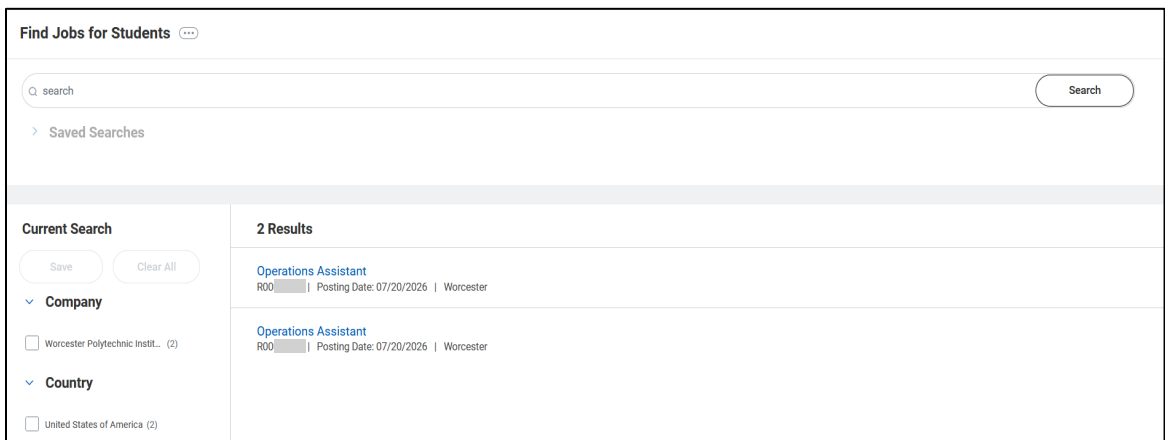
Find Jobs for Students

Purpose: The purpose of this job aid is to assist students in applying for on-campus jobs.

1. Login to Workday.
2. On the Workday homepage, search **Find Jobs for Students**.



3. Once you do this, open job listings will appear on the screen.





- Click on the job listing that you wish to apply for, read all the information provided carefully and then click on **Apply**. **Note:** If the job description says work study is required, you should not apply for the job unless you have work study funding.

View Job Posting Details Operations Assistant

Operations Assistant

Apply

JOB TITLE
Operations Assistant

LOCATION
Worcester

DEPARTMENT NAME
Mechanical & Materials Engineering - JM

DIVISION NAME
Worcester Polytechnic Institute - WPI

Job Details

Job Requisition ID
R00

Location
Worcester

Posting Date
07/20/2026 - Today

Posting End Date
07/31/2026 (10 days left to apply)

Job Family
Student

- Upload your resume and answer all questions and disclosures, then click **Submit**.

Job Application for Operations Assistant

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

Next



Job Application for Operations Assistant

Quick Apply

My Experience

Review

Review

Source

Student Employment

Education

School or University	WPI
From	2025
To (Actual or Expected)	2029
Degree	

Back

Submit

6. You will receive an alert at the top of your screen that your application has been submitted.

You have submitted a Job Application for Operations Assistant

7. Check your Workday **My Tasks** section to complete the questionnaire, then click **Submit**.

Complete Questionnaire

'Student Application' for Review Candidate for Job Application:

Student Application

Do you have a Federal Work Study Award?

☐ Yes

☐ No

Please list all of your hours of availability (days, time blocks) for Sunday - Saturday.

Submit

Save for Later

Cancel



8. Your application has been sent to the primary recruiter. Please await further information from the primary recruiter.

You have submitted

Up Next: Initiator | Review Decision | Due Date

[View Details](#)