For Colby Students/Employees

Please find below application instructions for administrative summer jobs through Colby’s internal careers site for those with Colby authentication (login) credentials.

Instructions for Viewing and Applying to Administrative Summer Jobs in Workday
- Log into Workday (If you need assistance logging in, please contact the ITS Support Center at 207-859-4222 or support@colby.edu)
- Type “find summer” (without quotes) in the upper left search bar in Workday
- Select Find Summer Jobs – CR under Tasks and Reports
- To review a job description and/or apply to a job, click on the Job title to go to the job posting
- From within the job posting, click the orange “Apply” button to apply to a specific job
- Submit a resume and cover letter, (if requested within the job description), and complete the Summer Employment Application Questionnaire at the bottom of the page
  - On-campus Housing (for current students): If you would like to be considered for on-campus housing this summer, click “Yes” to the “Do you need summer housing on campus?” question on the questionnaire. The Office of Special Programs will receive your name and contact you regarding application instructions.
- Click the orange “Submit” button to submit your application for review by the hiring manager
- You will get a “You have submitted” pop-up confirmation; click the View Details link to see the details

To see the administrative summer jobs to which you have applied:
- From within Workday, go to your Profile by clicking on your picture or the cloud icon in the upper-right hand corner
- In the left-hand navigation panel, click on Job, and go to Worker History via the tabs at the top of the page
- In the table that appears, you will see the job(s) to which you applied in the Business Process column, as well as the application date (in the Completed On column) and the status of the application (such as Successfully Completed) in the Status column.

ATTENTION Colby Students: Important Notice on Entering Time Worked (For Paychecks)
Whether you have held an on-campus job before or not, all students now have access to Workday (the College’s employment management system) in order to view and apply for academic year and summer jobs on campus. As we continue to tailor Workday to better fit the needs of the College, some minor changes have been made regarding time entry. All student workers will now need to select their position from a drop down menu when entering time worked. **It is very important that you ensure you are entering time worked under the correct position.** All administrative summer positions should have the word “summer” (without quotes) in the job title. **Time should NOT be entered on the “Student Worker – Not For Time Entry” position.** This is a placeholder position to keep your Workday access and permissions active between academic years.