Student Guide to Reed College On-campus Student Jobs in Griffin Door

Reed College Student Employment

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Getting to Griffin Door

- Log in to IRIS and click the Employment & Volunteer Search link
- Next, click the 'on-campus job postings' link to be automatically logged in to Griffin Door

Searching for on-campus Student Jobs

- Click the 'Jobs' menu link to access the Job Postings section
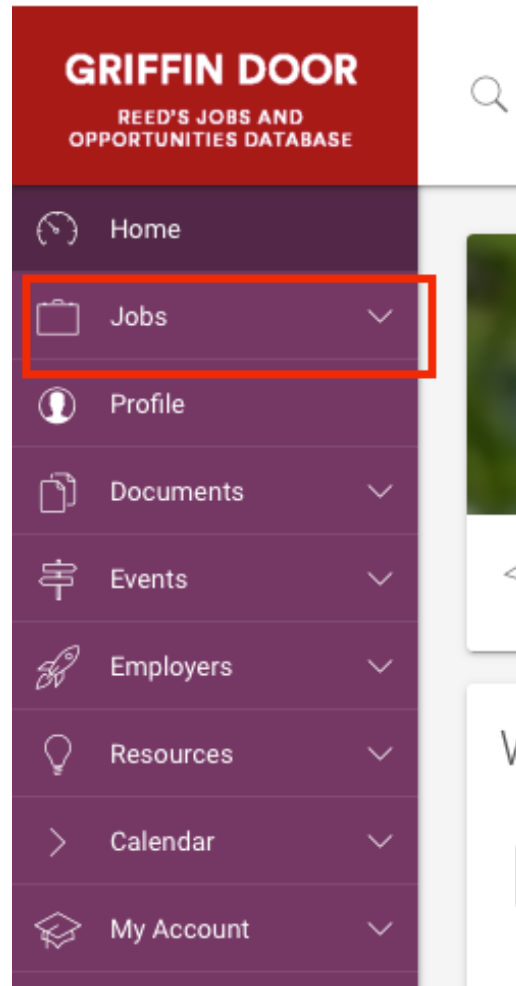
Searching for on-campus Student Jobs

- Under 'On and Off-Campus Employment', click the 'REED ON-CAMPUS JOBS' search link

Searching for on-campus Student Jobs

- To view the job details and/or apply, click the Job Posting Title
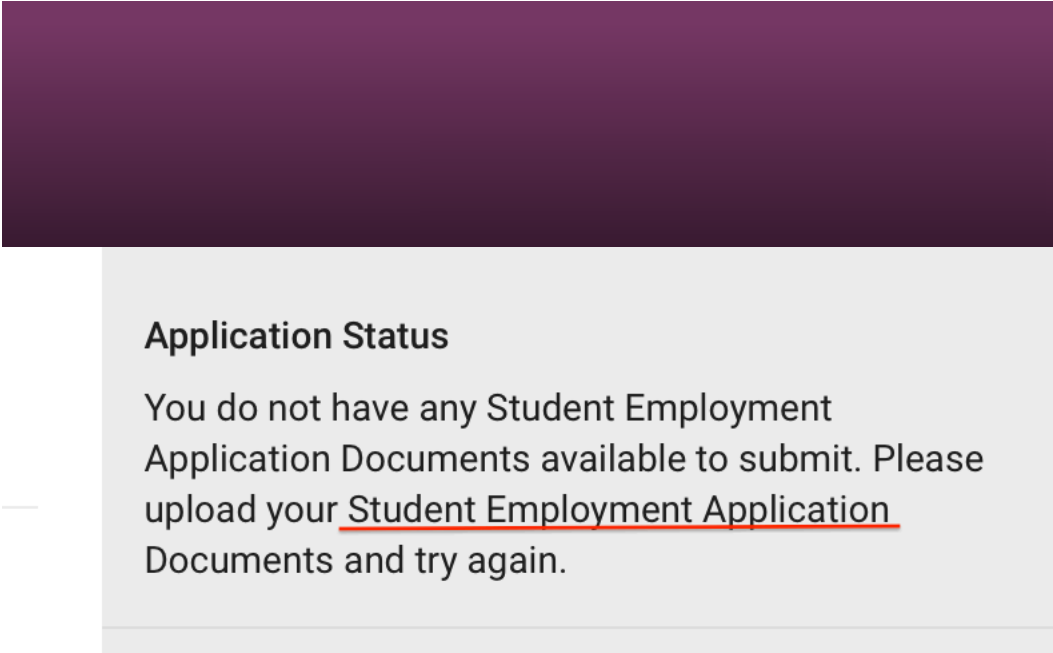
Applying for on-campus Student Jobs

- Instructions on how to apply for the job should appear in the upper right area of job post details screen
  - Example of job with special 'How To Apply' instructions:
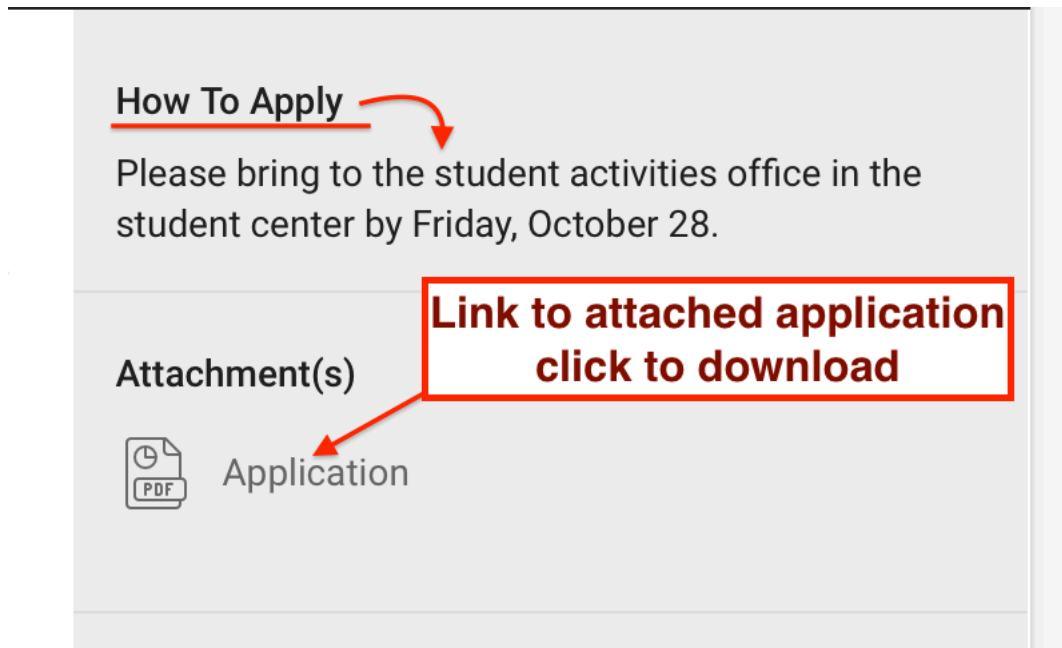
Applying for on-campus Student Jobs

- If you do not see any special instructions or an 'Apply' button, and instead see the following message about your 'Application Status', this means you will need to upload your Reed College Student Employment Application in your 'Documents' area order to apply for this job

Application Status

You do not have any Student Employment Application Documents available to submit. Please upload your Student Employment Application Documents and try again.

Uploading Student Employment Application in Documents/Approved

- Navigate to the 'Approved' area under 'Documents' using the left hand menu
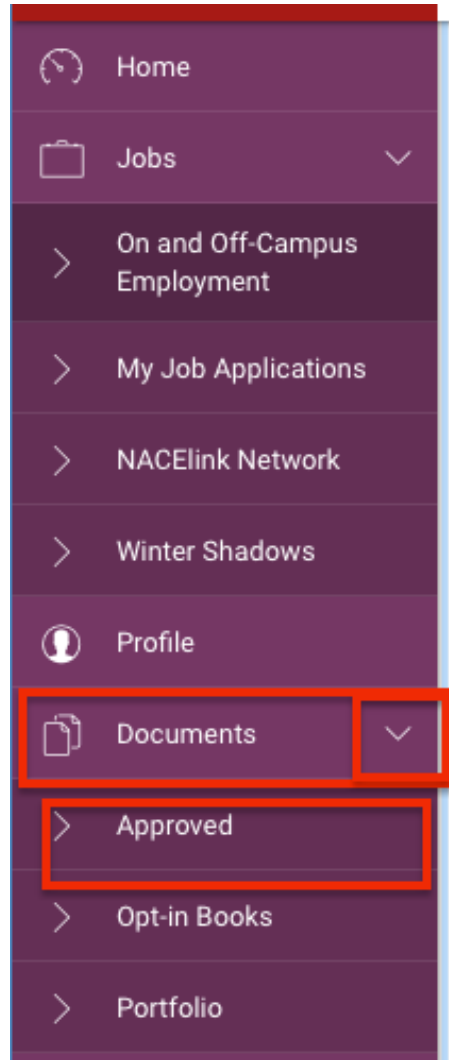
Uploading Student Employment Application in Documents

- Click the 'Student Employment Application' link to open the application (a fillable .pdf) in a new tab, then save to your desktop

Home / Documents

Resumes

DOCUMENTS   OPT-IN RESUME BOOK   PORTFOLIO

Click this link to download (Save to your desktop) and fill out your Student Employment Application

ⓘ A generic Reed College Student Employment Application (LINK HERE) must be uploaded in order to apply for any Reed College On-Campus Student Employment position. Please upload your Student Employment Application Documents (basic form) to see the additional application instructions for all Reed College On-Campus Student Employment positions

Uploading Student Employment Application in Documents

- Once you have saved the application to your desktop, you should be able to open it, fill in the fields, and save it in preparation to upload it back to your 'Documents' area in Griffin Door

  - NOTE: Please remember to enter your Reed ID Number in the appropriate field

Reed College
Student Job Application

IMPORTANT: Please enter your Reed ID Number here. You can find your Reed ID Number on the front of your Reed ID card

First Name: _____   Last Name: _____

Reed ID Number: _____   Class F ☐   S ☐   J ☐   Sr ☐

Date: _____   Email address: _____

Local Telephone # _____   Applying for Fall ☐ Spring ☐ Summer ☐

Uploading Student Employment Application in Documents

- In your 'Documents/Approved' area in Griffin Door, Click the 'ADD NEW' button to upload your filled-out Student Employment Application .pdf.
  - NOTE: Documents **must** be .pdfs to be uploaded to Griffin Door
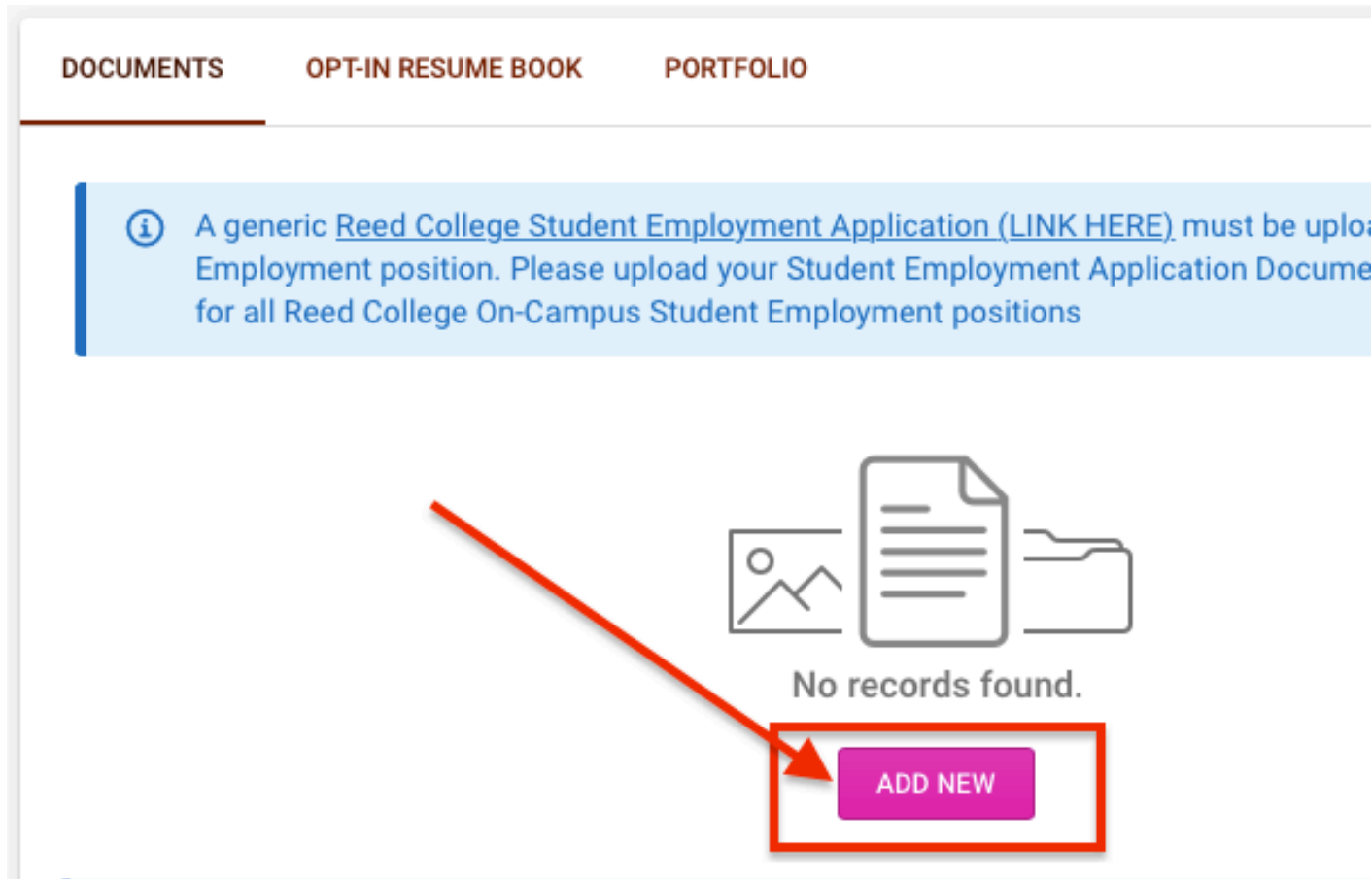
Uploading Student Employment Application in Documents

- Label the document as your Student Application
- **IMPORTANT: Select the 'Student Employment Application' as Document Type**

Resumes

ⓘ Did you know?

Having trouble uploading MS Word files? For immediate access to your documents, save them first in PDF format, then upload. For instructions to save a file as a PDF in Windows click, here. For Macs click, here.

SUBMIT   CANCEL

* indicates a required field

Label the document as your Student Employment Application

Student Document

Label *

Student Employment Application 1

Document Type

○ Resume
○ Cover Letter
○ Unofficial Transcript
○ Writing Sample
⦿ Student Employment Application
○ Other Documents

IMPORTANT: Make sure to select the correct document type

Maximum file size: 512kb

Uploading Student Employment Application in Documents

- Click the 'Choose File' button to select and upload the filled-out application from your desktop

Student Document

Label *

Student Employment Application 1

Document Type

○ Resume
○ Cover Letter
○ Unofficial Transcript
○ Writing Sample
● Student Employment Application
○ Other Documents

Maximum file size: 512kb

Click the 'Choose File' button to select the filled-out application file from your desktop

File *

Please select your document to upload.

Choose File   no file selected

Uploading Student Employment Application in Documents

- Confirm that the correct document is selected, then click the 'SUBMIT' button

Student Document

Label *

Student Employment Application 1

Document Type

○ Resume
○ Cover Letter
○ Unofficial Transcript
○ Writing Sample
● Student Employment Application
○ Other Documents

Maximum file size: 512kb

File *

Please select your document to upload.

Choose File ReedStudent...entApp.pdf

Confirm that the correct document is selected then click the 'SUBMIT' button

SUBMIT   CANCEL

# Uploading Student Employment Application in Documents

- IF you have other documents to upload (Resume, Cover Letter) you can upload them now by clicking the ADD NEW button
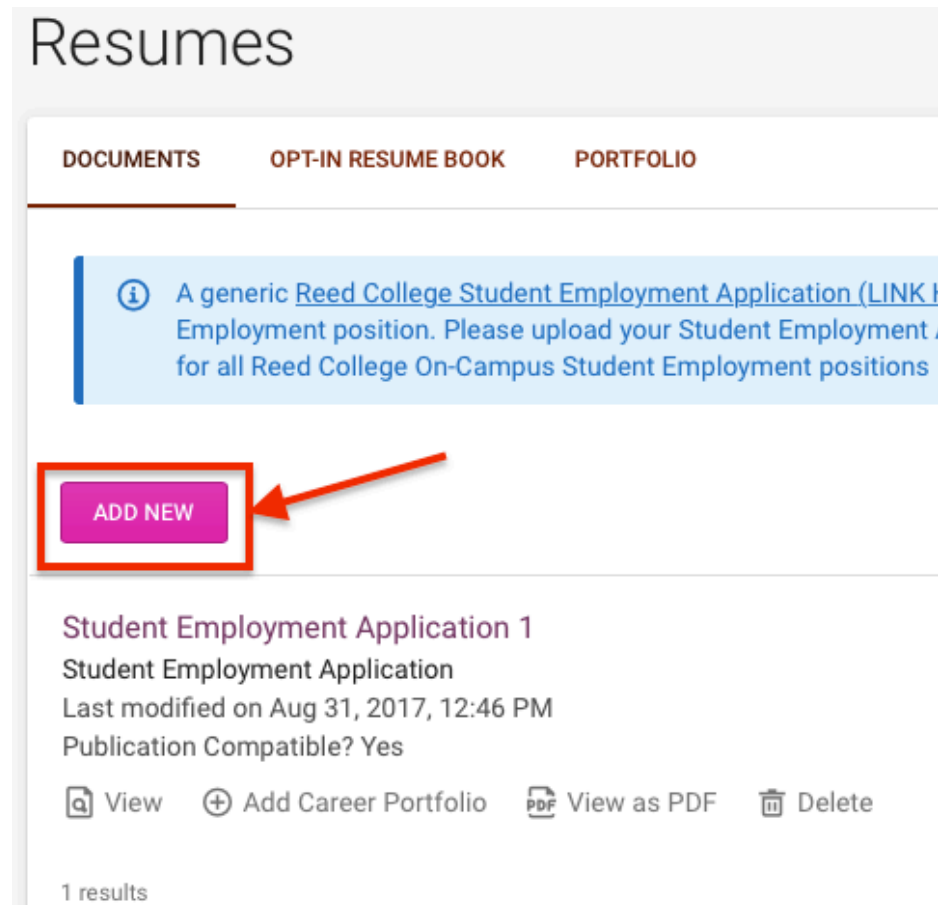
Applying for On-campus Student Jobs with 'Apply' button

- Once you have uploaded your Student Employment Application, you can Apply for on-campus jobs through Griffin Door using the 'Apply' button located in the upper right of job posts that allow application through Griffin Door

Becomes visible on certain job posts once you have uploaded your Student Employment Application

APPLY

Important Dates

Posted On:
Aug 29, 2017

Post Expiration Date:
Sep 30, 2017

Follow instructions in the "How to Apply" field, or upload a resume to Griffin Door to be able to apply. THIS
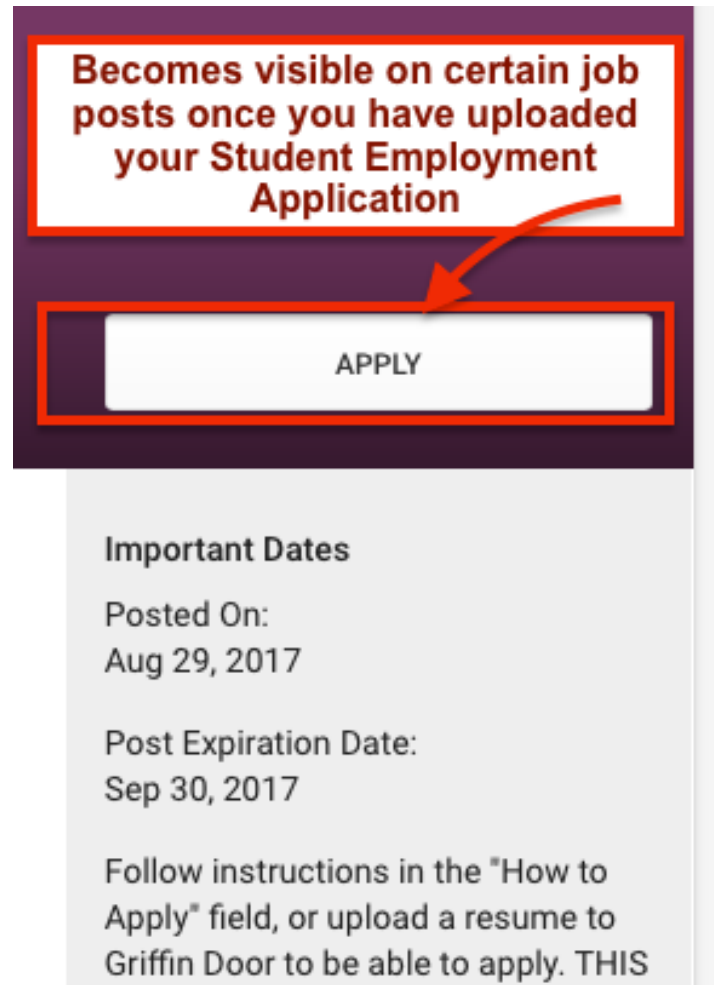
Applying for On-campus Student Jobs with 'Apply' button

- The document you uploaded and labeled as the 'Student Employment Application' type will be selected automatically.

- Other document types may be requested or required. You can attach them by choosing a previously uploaded document of that type, or uploading a new one at this time by clicking the 'ADD NEW' button

Apply ✕

Application Status   * indicates a required field

If you wish to apply, please select the document(s) to include and click Submit.

Student Employment Application *

Choose a Student Employment Application form to submit for this position

Student Employment Application 1 ▲▼

Your uploaded document labeled as Student Employment Application type will be automatically selected

Resume

No resumes found!

▲▼ ADD NEW

Choose to apply with either previously uploaded document of correct type (if you have one), or upload one at this time. May not be required (look for required indicator)

Cover Letter

No cover let

▲▼ ADD NEW

SUBMIT

Additional Resources/**Off-Campus** Job Opportunities

- For information on using Griffin Door to view and apply for **Off-campus** jobs and volunteer opportunities, please see the resources available through the Center for Life Beyond Reed: http://www.reed.edu/beyond-reed/jobs-Internships/find-opportunities.html

Questions? Contact Us

- If you have questions or need assistance as you use Griffin Door to view and apply for On-Campus Student Job Opportunities, please contact:
  - Dawn Derry, Student Payroll
    - x7549 or x7505
    - payroll@reed.edu