

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

Reed College Student Employment

Table of Contents

- Getting to Griffin Door.....3
- Searching for On-campus Student Jobs.....4
- Applying for On-campus Student Jobs.....7
- Uploading Student Employment Application in Documents.....9
- Applying for On-campus Student Jobs with 'Apply' Button.....17
- Additional Resources/Off-campus Job Opportunities.....19
- Questions? Contact Us.....20

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

IRIS

IRIS Home ▾ Forms ▾ Students ▾ Directories ▾ Resources ▾ Personal Info

Employment & Volunteer Search Home

♥ Favorites

» Manage favorites

Employment & Volunteer Search

View Listings

- **On-campus job listings**
- Off-campus job, federal work study, volunteer, and internship information

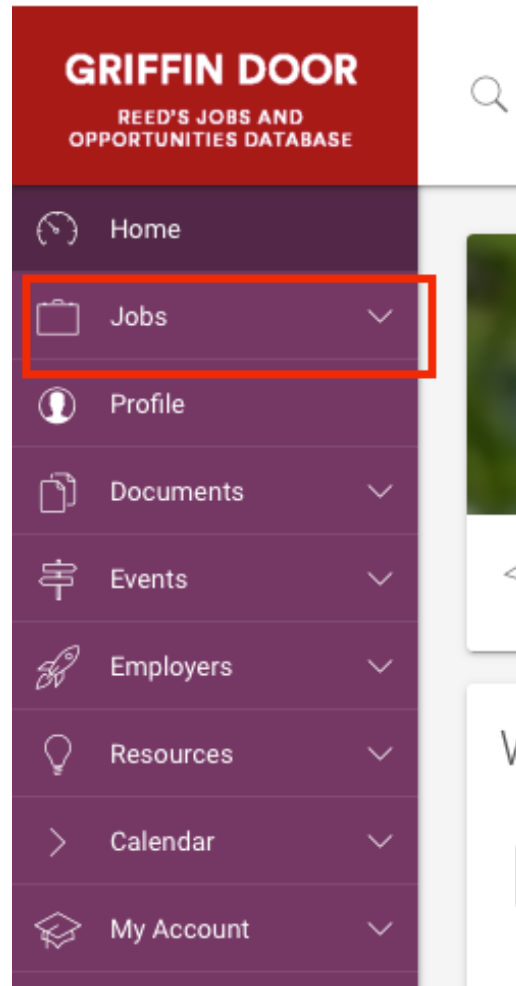
Clicking this link will log you into Griffin Door

More Information

- **Student Employment:**
 - Student employment on campus
 - Classifications and hourly rate scale for student employment on campus
- **The Center for Life Beyond Reed:**
 - Home
 - Calendar
 - Fellowships & Grants
 - Student Resources
- **Student Services:**
 - SEEDS

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

The screenshot shows the Griffin Door website interface. On the left is a dark purple sidebar with the 'GRIFFIN DOOR' logo and 'REED'S JOBS AND OPPORTUNITIES DATABASE' text. Below the logo are navigation links: Home, Jobs, On and Off-Campus Employment (highlighted with a red box), My Job Applications, NACELink Network, Winter Shadows, Profile, and Documents. The main content area has a search bar and a breadcrumb trail 'Home / Jobs'. The 'Job Postings' section features a blue informational banner about online applications. Below this is a horizontal menu with 'JOBS', 'MY FAVORITES', 'APPLICATIONS', and 'EXPIRED JOBS'. Under the 'JOBS' tab, there are three filters: 'ALL POSITION TYPES', 'MINDSTORM CHALLENGE', and 'REED ON-CAMPUS JOBS' (highlighted with a red box). A red text box with an arrow points to the 'On and Off-Campus Employment' menu item, and another red text box with an arrow points to the 'REED ON-CAMPUS JOBS' filter.

GRIFFIN DOOR
REED'S JOBS AND OPPORTUNITIES DATABASE

Search

Home / Jobs

Job Postings

Some posts require you to apply online. However, if you don't have a resume in the top right of a post

To apply for a Reed College On-Campus Student Employment job, upload a resume and get the "Apply" button to show up in the top right of a post, or to see the ad

JOBS MY FAVORITES APPLICATIONS EXPIRED JOBS

ALL POSITION TYPES MINDSTORM CHALLENGE REED ON-CAMPUS JOBS

Searching for on-campus Student Jobs

- To view the job details and/or apply, click the Job Posting Title

JOBSMY FAVORITESAPPLICATIONSEXPIRED JOBS

ALL POSITION TYPESREED ON-CAMPUS JOBSWINTER SH/

Find jobs by job title, company, location and more

Position Type: Reed on-campus jobs x Clear All

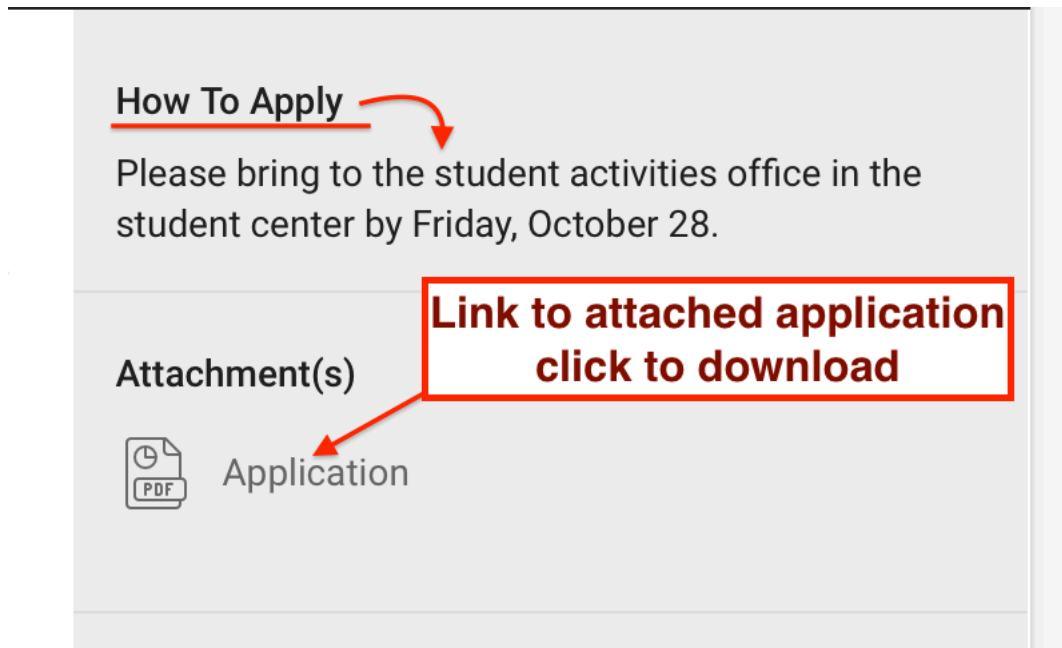
Showing 1-4 of 4 results (Results as of: Friday, October 14, 2016 | 11:49 am)

R

Folk Dancing Coordinator
Reed on-campus jobs
Reed College Student Employment

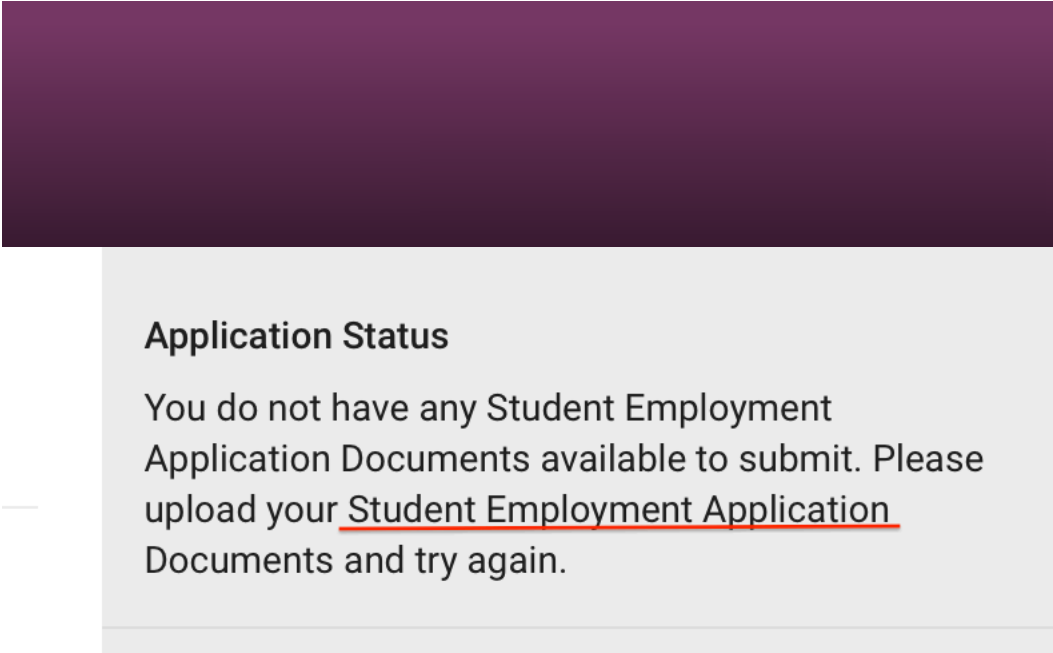
Applying for on-campus Student Jobs

- 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

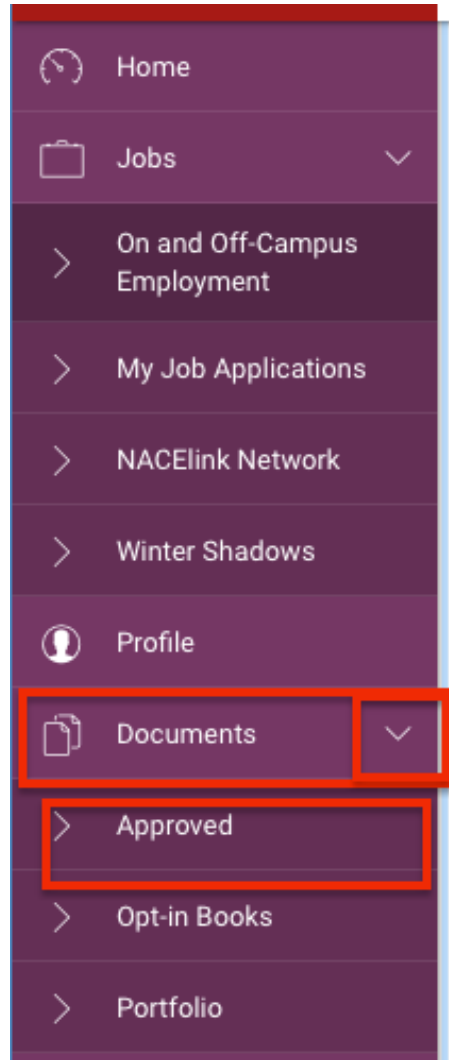
A screenshot of a web application interface. At the top is a solid dark purple rectangular header. Below it is a light gray rectangular box containing text. The text starts with the heading 'Application Status' in bold. The main body of text says: 'You do not have any Student Employment Application Documents available to submit. Please upload your Student Employment Application Documents and try again.' The phrase 'Student Employment Application' is underlined in red. A thin horizontal line is visible to the left of the text.

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: _____

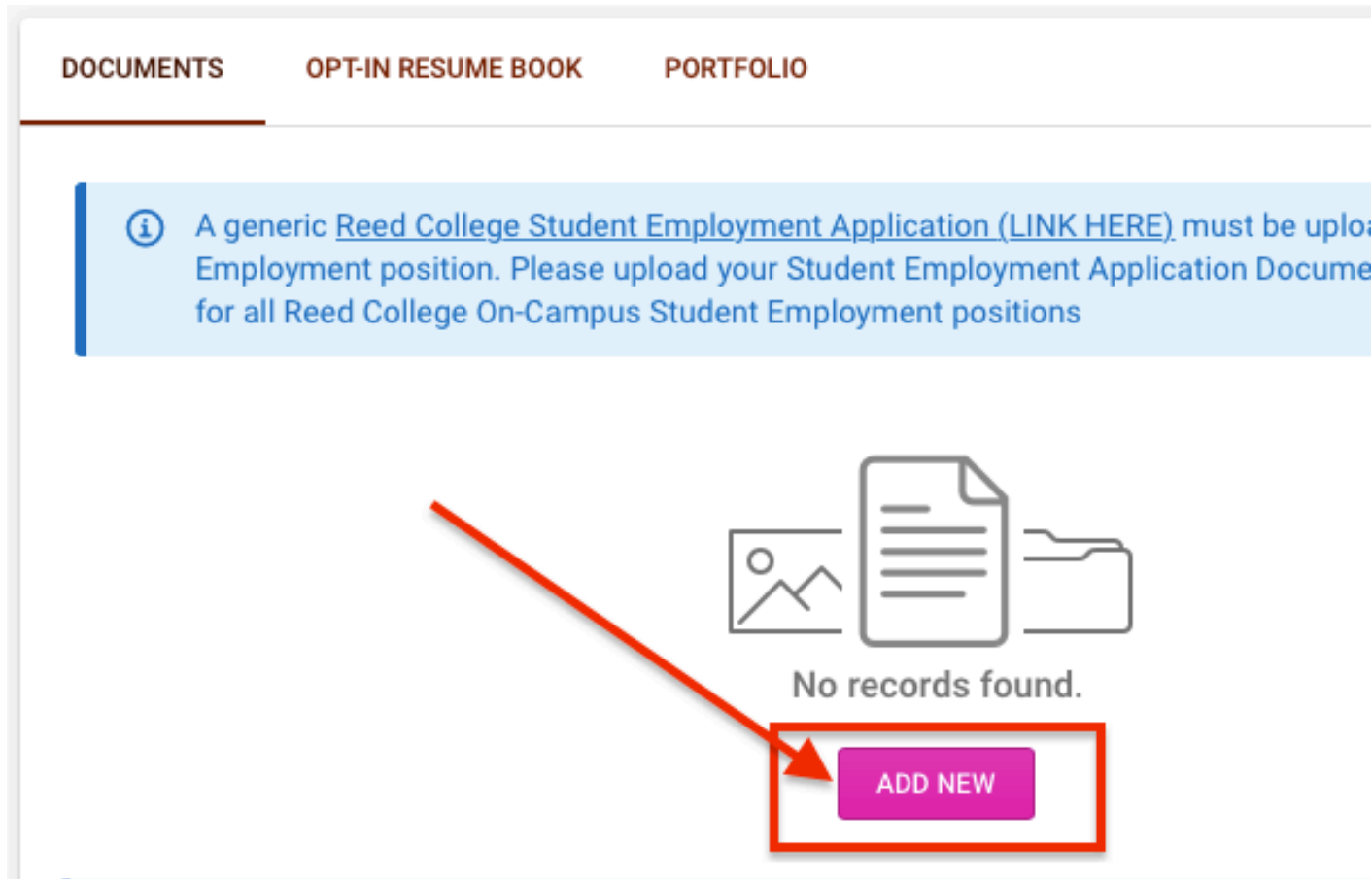
Reed ID Number: _____ Class F ☐ S ☐ J ☐ Sr ☐

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

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

Label the document as your Student Employment Application

IMPORTANT: Make sure to select the correct document type

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

File *

Please select your document to upload.

Choose File no file selected

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

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

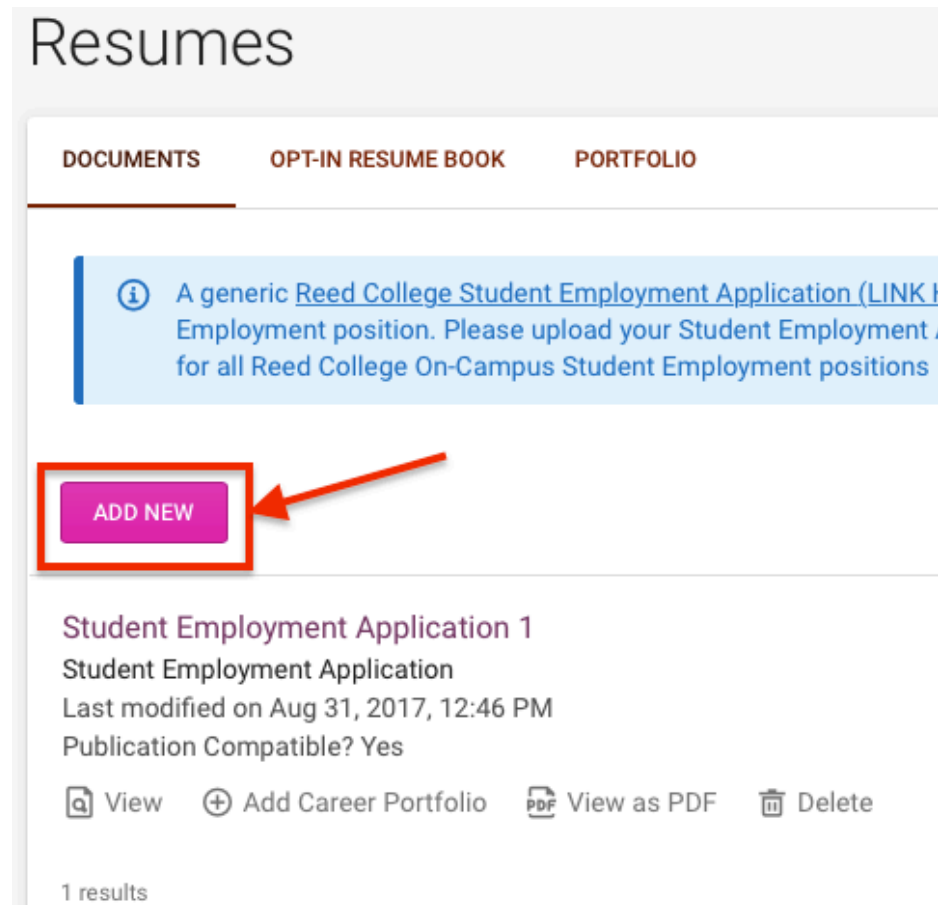
Confirm that the correct document is selected then click the 'SUBMIT' button

SUBMIT

CANCEL

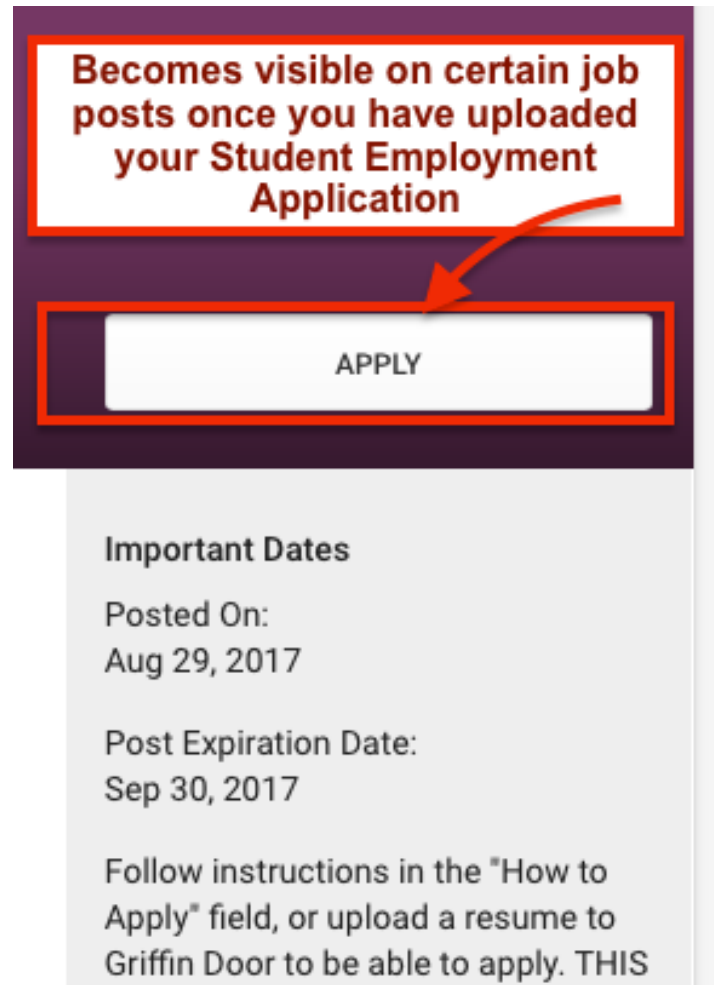
Uploading Student Employment Application in Documents

- 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



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 [X]

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!

[Document Selection Box] [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 letter

[Document Selection Box] [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