



FLYERS FIRST

Student Employment: How to Apply for a Job

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Getting Started

1. Go to jobs.udayton.edu.
2. On the left side of the screen, select "Create Account."
3. Complete the required information and select "Create" at the bottom.
 - Fields marked with a red asterisk are required.
 - Domestic students should use permanent address information.
 - International students should use local address information (please do not use an international address).
4. Click "Create" at the bottom of the page.

Searching For Jobs

1. Go to jobs.udayton.edu.
2. On the left side of the screen, click "Search Jobs."
3. Under "Posting Category", select "Student" and then "Search."
4. A list of open positions will be displayed.
5. Select "View Details" for more information about a particular job.

Applying for Positions

1. Select "Apply to this Job" (listed above each job posting when you view the details about the position).
2. Complete all sections of the application, including:
 - Personal Information.
 - Educational History.
 - Employment History.
 - Supplemental Questions.
 - Optional & Required Documents (You can upload your résumé, references and other relevant documents for the application).
3. Certify and submit your application.

Office of Student Employment

Phone: 937-229-3249

Email: StudentEmployment@udayton.edu

Location: Flyers First Office - St. Mary Hall, room 411

Office Hours: See udayton.edu/flyersfirst/

