

How to apply for Student & FWS Employment

Go to: jobs.owens.edu

Create an account/log in

FIRST TIME USERS

1. Click on Create Account in the Red box on the left
2. Click Create Account in the Green rectangle
 - a. Enter the required information and click Create account. You will create an application when you apply for a job.

RETURNING USERS

1. If you already have an account, click Log In in the Red box on the left and enter your User Name and Password.

To view the available postings

1. Click Search Jobs
2. Under Position Type select Student/FWS, click Search

Applying for a posting

1. Click on the View Details icon under the job title to see the detail and apply for the position.
 2. Click **Apply for this Job** to complete an application.
 3. Some information will auto fill from your account information, be sure to complete all required fields and click Next.
 - **Please note your OCID number and Owens student email address are required.**
 4. On the Certify and Submit page scroll down and verify all sections have a green check mark and highlighting. This indicates all sections have been completed.
 5. Be sure to Save if you have to log out prior to completing your application to avoid losing the information you have entered.
 6. Click Certify and Submit, click the box at the bottom of the Certification statement, enter your initials, click Submit this Application.
- * Click **Bookmark** under the posting to save it for future review

After you have applied

You will not be able to edit your application after it is submitted. If edits are required please contact studentemployment@owens.edu to request your application be reactivated.

To view the status of your applications

1. Click Your Applications
2. Click view application material to review the documents submitted
3. Click position title to view posting details
4. Status column indicates application status, click Withdraw Application if you no longer wish to be considered for the position.