




**COLORADO SCHOOL OF
MINES**

Student Employment

Undergraduate Students

To apply for a student employment position, please follow these steps:

- Log into Workday and go to your menu.
- Look for the Jobs Hub app  Jobs Hub (you may need to add it).



- Click on the left-hand menu search icon to Browse Jobs. You will see many jobs listed.
- Good ways to narrow down the jobs is to either search by:
 - Hiring Manager
 - Job Category (Student), or
 - Job Family (look for Student – Undergraduate positions. Some positions are non-work study and others are work-study)
- You can then view the jobs you are interested in and apply through the instructions listed by the department. Please read through the job posting to make sure you are qualified for the position or if there are any other special requirements/requests.

Graduate Students

At this time, graduate students are not hired through Workday. Please contact the Department that you would like to be employed. You may also reach out to the Office of Graduate studies, Alderson Hall 451 – grad.services@mines.edu.

Thank you!