BECOME A YU STUDENT EMPLOYEE

1) Contact the department for which you would like to work or click here to see the student positions on YUCL: https://yu-csm.symplicity.com/students/ (search "YU Student Employee" in Keywords or Position Type)

2) Each position on YUCL lists the contact information for the hiring manager. Contact the hiring manager and if that person wants to hire you, an offer email will be sent to you asking you to officially apply to the position on the HR applicant tracking system called Page Up.

3) After you apply in Page Up using the link sent by the department, reply to all of us to let us know you have done so. Student Recruitment will email you the necessary hire forms within 5 business days.

4) The onboarding email sent to you by Student Recruitment lists all of the steps you need to complete in order to be cleared to begin working. **You may not begin working without clearance from Student Recruitment.**

5) Once you are cleared by Student Recruitment, Payroll Services will contact you on how to record your hours and get paid.

6) **International Students:** If you do not have a Social Security number, you will need to apply once your on-campus job is approved. Please visit the Office of International Services (OIS) website for instructions. Application information is posted at the bottom of the Employment page.

Questions? Email- StudentRecruitment@yu.edu

****All student onboarding will be done remotely****