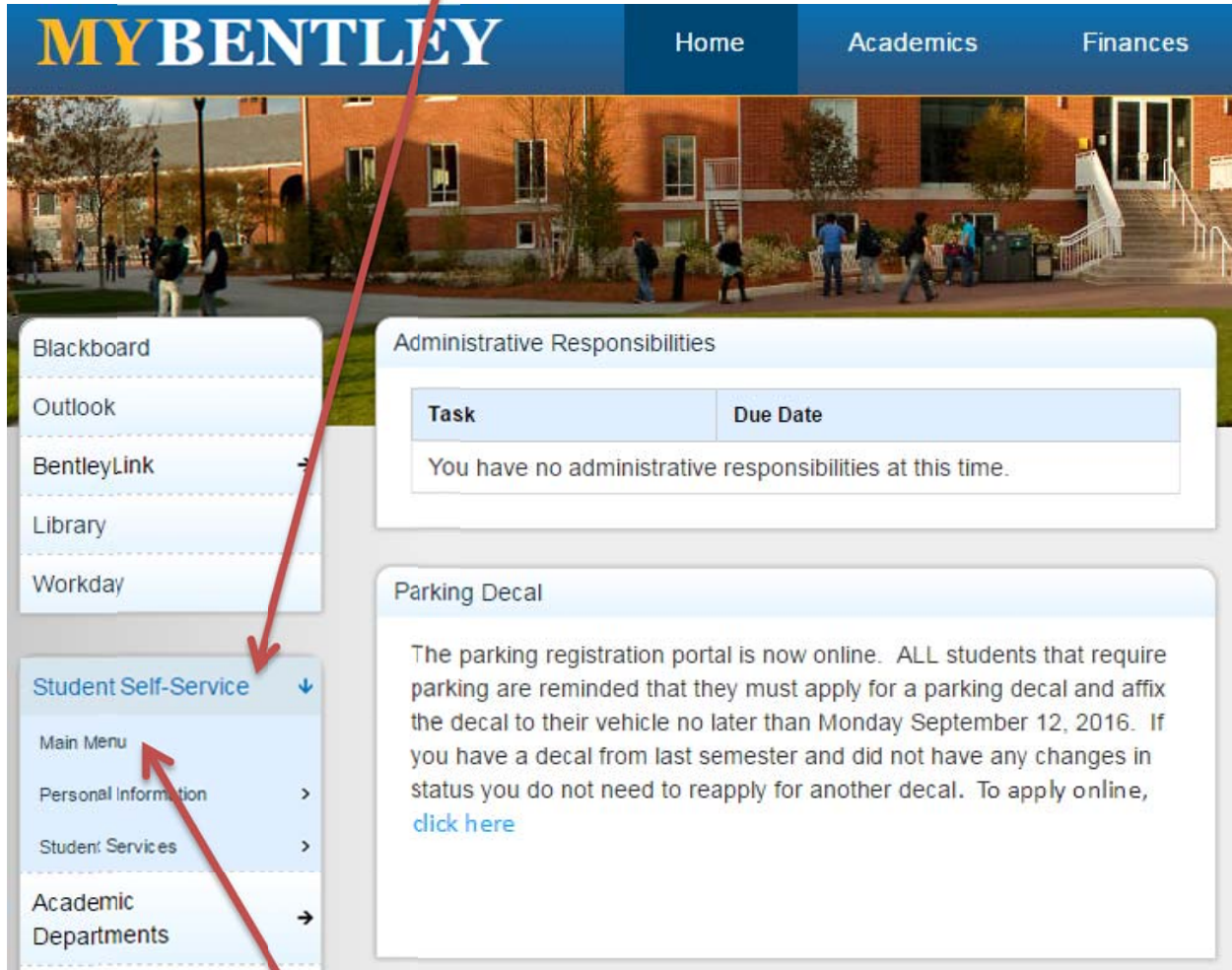


Applying for On-Campus Jobs

Step 1: Log into your MyBentley account, <https://my.bentley.edu/>

Step 2: Click on Student Self-Service



The screenshot shows the MyBentley website interface. At the top, there is a blue navigation bar with the "MYBENTLEY" logo on the left and "Home", "Academics", and "Finances" links on the right. Below the navigation bar is a banner image of a brick building. On the left side, there is a vertical menu with the following items: Blackboard, Outlook, BentleyLink, Library, Workday, Student Self-Service (highlighted in blue with a downward arrow), Main Menu (with a rightward arrow), Personal Information (with a rightward arrow), Student Services (with a rightward arrow), Academic Departments (with a rightward arrow), and a dashed line at the bottom. A red arrow points from the "Student Self-Service" menu item to the "Main Menu" item. On the right side, there are two content boxes. The top one is titled "Administrative Responsibilities" and contains a table with two columns: "Task" and "Due Date". Below the table, it says "You have no administrative responsibilities at this time." The bottom box is titled "Parking Decal" and contains text about the parking registration portal, including a link that says "click here".

Step 3: Click on Main Menu

Step 4: Follow the directions for Undergraduate or Graduate students

If you are an Undergraduate Student...

- Click on Undergraduate (Day and Evening) Student Main Menu
- Click on Student Services
- Click on S.E.A.S. (Student Employment Application System)
- Click on Apply for Jobs

If you are a Graduate Student...

- Click on Graduate Student Main Menu
- Click on S.E.A.S. (Student Employment Application System)
- Click on Apply for Jobs

Step 5: Select Category for the correct Academic Year from the pull down menu and click Submit

Step 6: Select Department from the pull down menu and click Submit

Step 7:

- Select the Position from the pull down menu
- Attach Resume and/or Cover Letter *Please do not use any special characters within the file name of your attachments as it will cause an error.
Use this example of file name: John Doe Resume.docx
- Click Apply for Job

You will get a message that you have applied for the job. The supervisor will be notified that you have applied.