studentjobs.byu.edu

- search/apply for jobs
- establish direct deposit
- view your paycheck
- update tax information
**Getting Started**

Studentjobs.byu.edu is a simple and straightforward system designed to help you find the perfect campus job. Simply sign into the system using your BYU NET ID, and then click "Apply for a job/View Job Postings" on the following page to view complete listings.

**Searching Jobs**

The job listings page displays all currently available campus jobs, with the most recent posting displayed at the top of the list. You can also search for specific jobs by entering keywords into the search bar.

**Applying**

Click on a job listing to view position details. Be sure to read the job descriptions carefully, as they often provide additional application instructions.

**SE - Clerical**

Date Posted: 11/07/2012

Openings: 1

Start date: 12/03/2012

Shift: M-Thurs 8 am to Noon

Hourly Wage: $9.25

Description: This position will assist a manager in Financial Services with the following types of duties:

1. Reconcile cash accounts between what is booked and banked.
2. Follow-up on time sensitive inquiries with departments.
3. Monitor accounts daily.
4. Create journal entries as needed.
5. Assist with financial analyses.
6. Assist in training campus users.

Some jobs may ask you to email your application to the hiring manager, while other jobs require that you apply online.

Most jobs requesting you to apply online will require you to answer a brief questionnaire on page 1, provide a window to upload any requirements (such as a resume or cover letter) on page 2, and includes a list of terms and conditions that must be agreed to on page 3. Look for the following tab at the bottom of the job profile to navigate these pages.

**BYU Student Employment**

2024 Wilkinson Student Center

Monday - Friday 7:45 am - 5:15 pm