

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.symplcity.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. Human Resources will email you the necessary hire forms within 5 business days.
- 4) The onboarding email sent to you by HR 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 HR.**
- 5) Once you are cleared by HR, 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, please contact:
Jennifer Golden, MA
International Student and Scholar Advisor
646.592.4203 phone (Wilf Campus)
<http://yu.edu/student-life/resources/international/resources/>

Questions? Email- StudentRecruitment@yu.edu

HR Office Information

****During the COVID-19 pandemic, all student onboarding will be done
virtually****