

# How to apply for a Staff or Temporary job at Wesleyan University

This is a job aid on applying to a staff or temp position at Wesleyan University

- 1 Navigate to <https://wesleyan.wd5.myworkdayjobs.com/careers>



Refine Your Search

35 JOBS FOUND

[Director of Content Strategy and Brand Voice](#)

2

Click the "Search for jobs or keywords" field and enter your search criteria.



[Refine Your Search](#)

**35 JOBS FOUND**

3

Alternatively click on Job Category and select Staff, Temp Employee or Bargaining Unit and click view jobs to search for non- faculty positions.



Search for jobs or keywords

Search

Location

Time Type

Job Category

More

35 JOBS FOUND

Director of Content Strategy and Brand Voice

Middletown, CT (Main Campus)

Posted 2 Days Ago

R100332

- Staff (16)
- Faculty (9)
- Temp Employees (5)
- Bargaining Unit (5)

Clear

View Jobs

Visiting Professor of Psychology

4 Click on the title of the position



Search for jobs or keywords

Search

Location

Time Type

Job Category

More

Staff

Temp Employees

[Clear All \(2\)](#)

21 JOBS FOUND

**Director of Content Strategy and Brand Voice**

Middletown, CT (Main Campus)

Posted 2 Days Ago

R100332

**Global Language and Outreach Fellow**

Middletown, CT (Main Campus)

Posted 5 Days Ago

R100623

5

Click "Apply"



## Director of Content Strategy and Brand Voice

Apply

📍 Middletown, CT (Main Campus)

🕒 Full time

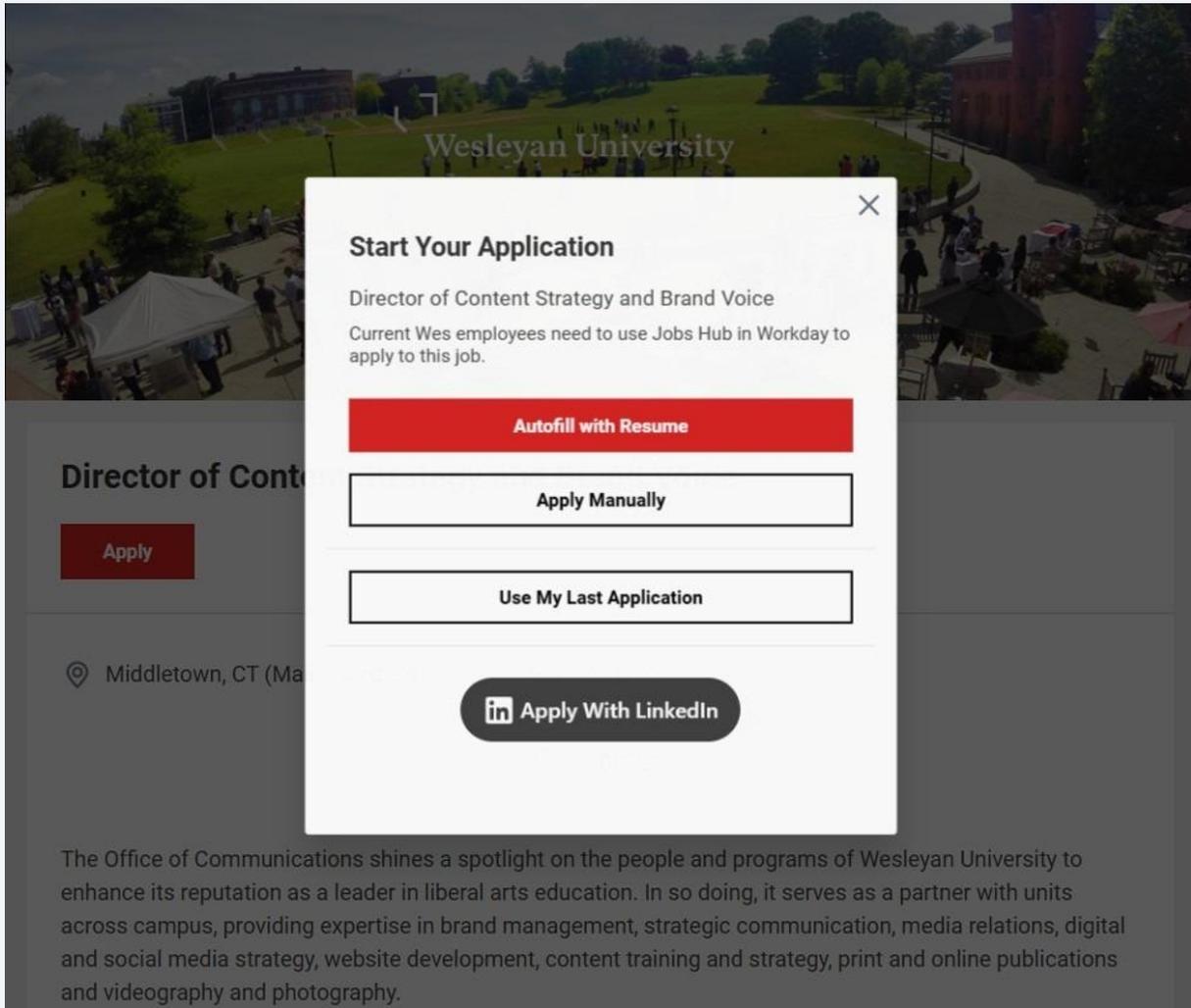
🕒 Posted 2 Days Ago

📄 R100332

The Office of Communications shines a spotlight on the people and programs of Wesleyan University to enhance its reputation as a leader in liberal arts education. In so doing, it serves as a partner with units across campus, providing expertise in brand management, strategic communication, media relations, digital and social media strategy, website development, content training and strategy, print and online publications and videography and photography.

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Select one of the options - Autofill with resume, Apply Manually, Use my last application or Apply with LinkedIn to apply.



7

You can log in with an existing account. If you do not have an account you will be invited to create an account. To create an account - enter your email address, password and give consent to creating an account.

[← Back to Job Posting](#)

Director of Content Strategy and Brand Voice

Progress bar: Create Account/Sign In (selected), Autofill with Resume, My Information, My Experience, Application Questions, Voluntary Disclosures, Review

### Create Account

If you are currently employed at WES, you must apply for positions through Job Hubs in your Workday portal. There you will find an abbreviated application form making this process much easier for you!

**Password Requirements:**

- An uppercase character
- An alphabetic character
- A special character
- A numeric character
- A lowercase character
- A minimum of 8 characters

Email Address:

Password:

Verify New Password:

Thank you for your interest in employment at Wesleyan University. Please create an account to apply and track your application status.

I agree to creating this account to allow me to apply to positions at Wesleyan University.

[Create Account](#)

Already have an account? [Sign In](#)

[Forgot your password?](#)

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Please click Select File to upload the file to be used for autofilling. There will be an opportunity further in the process to upload additional documents requested in the application instructions.

**W** Careers at Wesleyan

[← Back to Job Posting](#)

Director of Content Strategy and Brand Voice

Autofill with Resume My Information My Experience Application Questions Voluntary Disclosures Review

### Autofill with Resume

\* Indicates a required field

Please double check your information to ensure accuracy of your parsed application.  
Upload either DOC, DOCX, HTML, PDF, or TXT file types (5MB max)

Drop file here  
or [Select file](#)

Continue

9 Once the file is loaded click continue

The screenshot shows the 'Autofill with Resume' step of an application process. At the top, the Wesleyan University logo and 'Careers at Wesleyan' are visible. A navigation bar includes a 'Back to Job Posting' link and a progress indicator with six steps: 'Autofill with Resume' (active), 'My Information', 'My Experience', 'Application Questions', 'Voluntary Disclosures', and 'Review'. The main heading is 'Autofill with Resume'. Below it, a note states '\* Indicates a required field' and a warning asks to double-check information for accuracy, listing supported file types (DOC, DOCX, HTML, PDF, TXT) and a 5MB limit. A file upload area shows a PDF icon, the filename 'Mickey Mouse.pdf', its size '276.67 KB', and a green checkmark with the text 'Successfully Uploaded!'. A trash icon is also present. A 'Continue' button is highlighted with a red box in the bottom right corner. At the bottom of the page, there is a 'Follow Us' section.

10 Then answer each of the questions below:

## Director of Content Strategy and Brand Voice



### My Information

\* Indicates a required field

How Did You Hear About Us?\*

Are you a current or former student or current or former Wesleyan employee?\*

- Yes
- No

Country\*

### Legal Name

Prefix

Back

Save and Continue

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Ensure that your name is correct, or edit as needed.

Yes

No

Country\*

United States of America

### Legal Name

Prefix

Select One

First Name\*

Mickey

Middle Name

Last Name\*

Doolittle

Suffix

Select One

Back

Save and Continue

12

Review and correct or enter the address as appropriate.

I have a preferred name

### Address

Address Line 1

560 Ridge Road



City

Westminister

State

Connecticut

Postal Code

.....

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Enter the correct phone number and click save and continue.

The screenshot shows a web form with the following elements:

- Email Address:** apply@gmail.com
- Phone Section:**
  - Phone Device Type\*:** A dropdown menu with "Mobile" selected. This field is highlighted with a red box.
  - Country Phone Code\*:** A dropdown menu with "United States of America (+1)" selected.
  - Phone Number\*:** A text input field containing "785-917-0309".
  - Phone Extension:** An empty text input field.
- Navigation:** Two buttons at the bottom right: "Back" and "Save and Continue". The "Save and Continue" button is highlighted with a red box.
- Footer:** A grey bar with the text "Follow Us" and four social media icons.

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Review and correct the parsed employment information and click save and continue.

I currently work here

From\* 11/1995 To\* 08/2011

Role Description  
Provide support for Dean including: research and summarize data as needed for reporting, policy development,\*  
internal and external communications and resource management: draft

Work Experience 2 Delete

Job Title\*  
Administrative Analyst

Company\*  
|

Location  
|

I currently work here

Back Save and Continue

15

In the educational history field complete the information related to School and degree.

If your school, degree or field of study is not listed please select "Not listed".

**Educational History 1**

 Delete

School or University\*

Error: The field School or University is required and must have a value.

Degree\*

Field of Study\*

?

Error: The field Field of Study is required and must have a value.

**Educational History 2**

 Delete

School or University\*

**16** If your school and degree is not listed select - "Not Listed".

If your school, degree or field of study is not listed please select "Not listed".

**Educational History 1** Delete

School or University\*

Not ✕

Search Results (26) is a value.

- Not Listed
- Northwestern College
- University of Nottingham
- Notre Dame University
- Nottingham Trent University
- Universidad Notarial Argentina
- Notre Dame College
- Notenboom Business School
- Notre Dame College Dhaka
- Notre Dame University Lebanon
- Université Notre Dame d'Haiti
- Kyoto Notre Dame University
- Notre Dame College University

Bachelor of Arts

Delete

Back Save and Continue

17

Workday will suggest skills based on your resume. Add or delete the selected skills and click save and continue.

Add Another

### Skills

Based on your resume, suggested skills are displayed below. You may remove suggested skills, or add additional skills to the field. All skills you choose to keep or add will be associated with you and your Candidate record once you submit your job application (and the "(Suggested)" annotation will be removed).

#### Type to Add Skills

- × Recruiting
- × People Management
- × Teamwork
- × Planning Ability
- × School Admissions
- × Writing
- × Supervision
- × Facilitation
- × Strategic Advice
- × Office Administration
- × Film Directing
- × Collaboration
- × Customer Follow-Ups
- × Organizing
- × Scheduling

Back

Save and Continue

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You will have an opportunity to upload additional files such as cover letter or writing sample requested in the posting. Click Select files and upload then click save and continue.

**Documents**

Please upload the documents that have been requested in the application instruction section of the job posting. Required documents may include cover letter, CV/resume, teaching statement, research statement, writing samples or other documents.  
Upload a file (5MB max) \*

Drop files here  
or [Select files](#)

Mickey Mouse.pdf  
276.67 KB  
✓ Successfully Uploaded!

[Back](#) [Save and Continue](#)

Follow Us  
f in X v  
[Privacy](#)

workday

**19** Before clicking save and continue, make sure you can see the uploaded files.

**Documents**

Please upload the documents that have been requested in the application instruction section of the job posting. Required documents may include cover letter, CV/resume, teaching statement, research statement, writing samples or other documents.

Upload a file (5MB max) \*

Drop files here  
or [Select files](#)

	Mickey Mouse.pdf 276.67 KB ✓ Successfully Uploaded!	
	Marco Caban Cover Letter.pdf 51.57 KB ✓ Successfully Uploaded!	

[Back](#) [Save and Continue](#)

Follow Us



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Answer the additional questions below.

Autofill with Resume My Information My Experience **Application Questions** Voluntary Disclosures Review

### Application Questions

\* Indicates a required field

Do you have any relatives who are employed by Wesleyan University? \*

Select One

What type of schedule are you seeking? \*

Full Time

Part Time

US Employment Eligibility \*

Select One

Visa Sponsorship \*

Select One

Are you at least 18 years old? \*

Select One

Back

Save and Continue

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## Answer questions about work authorization

Do you have any relatives who are employed by Wesleyan University? \*

No

What type of schedule are you seeking? \*

Full Time

Part Time

US Employment Eligibility \*

Select One

Select One

I am authorized to work for all employers in the United States on a full-time basis.

I am only authorized to work for my current employer in the United States on a full-time basis.

I am not authorized to work for employers in the United States.

What is the reason you left or are considering leaving your most recent position?

Back

Save and Continue

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Answer questions related to visa sponsorship.

US Employment Eligibility\*

I am authorized to work for all employers in ...

Visa Sponsorship\*

Select One

Select One

I will not require sponsorship for employment visa status now or in the future.

I will require employment visa sponsorship now.

I will require employment visa sponsorship in the future.

you most recent position?

Back

Save and Continue

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Review the terms and conditions.



## Voluntary Disclosures

\* Indicates a required field

### Terms and Conditions

I certify that the information contained in this application is true and I understand that any false statements may adversely affect my application and could constitute cause for discharge.

I understand that the data and information entered into this application/website can be viewed by Wesleyan University (Wesleyan) and employees and agents immediately and at any time, even if the application is never submitted electronically or on paper.

I authorize the officers, agents, and employees of Wesleyan to solicit all relevant information directly or indirectly appearing, related or relevant to, or referenced on, this application, including a criminal background check and a consumer report obtained in accordance with the Fair Credit Reporting Act. This authorization for release of information includes but is not limited to matters of opinion relating to my character, ability, reputation, and past conduct. I authorize and request all persons, schools, prior employers, companies, corporations, credit bureaus and law enforcement agencies to release such information to Wesleyan, without restriction or qualification. I voluntarily waive and release Wesleyan and all corporations and/or individuals who solicit or provide information in connection with my application from liability or recourse for complying with requests related to this application.

I understand that the information I provide in connection with this application must be complete and accurate to the best of my knowledge and that misrepresentations or omission of facts called for in this application is cause for rejection of my application.

Back

Save and Continue

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Select the Certify check box and click Save and Continue.

omission of facts called for in this application is cause for rejection of my application or dismissal if I am hired. If information contained in any consumer report causes my rejection or dismissal, the nature and scope of that report will be supplied upon my written request in accordance with applicable law.

I understand that Wesleyan will review any and all publicly available information found through internet searches, including publicly posted social media information, and that I may be asked about findings relevant to my qualifications or suitability for employment. Such findings will not be used in a discriminatory manner.

I further understand that nothing contained in this employment application, or in the granting of an interview, or in any Wesleyan policy that might be given to me is intended to create an employment contract between Wesleyan and myself or to provide any other benefit. I agree that if Wesleyan employs me that I would be an employee-at-will, unless an authorized official of Wesleyan agrees in writing to different terms, or if I am informed by Wesleyan in writing that the position is covered by a collective bargaining contract. I also agree that as an employee-at-will I would have the right to terminate my employment without cause and without notice at any time and Wesleyan also would have this right.

I certify that all information provided is true and complete.\*

Back

Save and Continue

Follow Us



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You will have a chance to review and edit the entire application and then click submit.

Visa Sponsorship\*

I will not require sponsorship for employment visa status now or in the future.

Are you at least 18 years old?\*

Yes

What is the reason you left or are considering leaving your most recent position?

Worklife balance

## Voluntary Disclosures

### Terms and Conditions

I certify that all information provided is true and complete.

Yes

Back

Submit

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You will receive a message letting you know that your application was submitted.

