

Apply for Jobs at the Oviatt Library

5 EASY STEPS

1. Go to Sunlink

- a. Go to CSUN career page www.csun.edu/career/sunlink
- b. What type of User are you?
[Select Student / Alumni](#)

2. Register an account on SUNlink job board and create a profile, or Log-In

3. Find job openings at the Oviatt Library

- a. In the search pane, type exactly as listed here:
"Oviatt Library" (include quotation marks)
- b. A list of Active Job Results will appear; for Student Assistant jobs, select **Library Student Assistant - General Pool**

4. Apply

- a. Open the Job application link.
- b. The blank job application will open in a new window; Right click the document to Save As onto your desktop or a drive
- c. Open and fill out the application in **Adobe Acrobat Reader** (<https://get.adobe.com/reader/>). Though the file is a PDF, you can click **Enable All Features** to type directly into the empty fields
- d. Save your completed job application as a PDF *

5. Submit!

- a. Head back to the Library Student Assistant - General Pool page on SUNlink
- b. Select the APPLY button
- c. An Apply Window will open, prompting you to upload and attach your resume. Please upload and attach your completed job application under **Other Documents** then select submit, and wait for a Library Supervisor to call you!

Please note: If you would like to edit your job application after it has been submitted, email a request to SUNlink@csun.edu (Please allow up to 2 business days for a response)

For help overcoming technical difficulties, you may contact SUNlink at (818) 677-5564 or (818) 677-2878

*Maximum file upload size is 512kb