

## How to Log In, Look for a Job, and Apply for a Job

Please note: You must have a valid I-9 employment form on file within 3 days of being hired. [Please see your task in Journeys if you have not yet completed an I-9 during your Skidmore career.](#)

Start by going into your Okta account and click on your Oracle tile. Under the Journeys tile you should see an I-9 choice. Complete part one of the I-9. You will then be required to visit our office with your valid actual documents per page 2 of the I-9. We do need to see your original documents and cannot accept copies. Both of these steps must be completed within 3 days of beginning work.

To apply for jobs online:

[https://app.skidmore.edu/student\\_hiring\\_gateway/](https://app.skidmore.edu/student_hiring_gateway/)

This will log you into Okta using your Skidmore email and password and then, select the Oracle tile. It will bring you to the following screen:



### Select Current Jobs

**SKIDMORE**

**Opportunity Marketplace**

Search for opportunities

Opportunity All Jobs

29 Items Update Interests Sort By

Job Title	Location	Posted Since
SW-Sports Team Manager	Saratoga Springs, NY, United States	01-24-2024
SW-Athletic Training Aide	Saratoga Springs, NY, United States	01-22-2024
SW-Office Assistant	Saratoga Springs, NY, United States	01-16-2024
SW-Athletic Training Aide	Saratoga Springs, NY, United States	01-12-2024
SW-Community Assistant	Saratoga Springs, NY, United States	01-08-2024
SW-Academic Shop Assistant	Saratoga Springs, NY, United States	01-04-2024
SW-Supervisor	Saratoga Springs, NY, United States	01-03-2024
SW-Technician	Saratoga Springs, NY, United States	01-03-2024

Click on the jobs to review the job details.

**SW-Sports Team Manager** 1386

★ Actions Apply

### Job Info

<b>Organization</b> Athletics, Fitness and Recreation	<b>Posting Date</b> 01-24-2024
<b>Job Family</b> Student Worker	<b>Posting Visibility</b> Internal and External
<b>Locations</b> Saratoga Springs, NY, United States	<b>Full or Part Time</b> Part time
<b>Work Locations</b> Skidmore College Campus	

### Job Details

**Job Description**

This would be a Hockey team manager position

### Contacts

<b>KK</b> Karlene Kunigiel Recruiter	kkunigie@discard.mail.us2.cloud.oracle.com 1-518-580-5577
<b>CD</b> Coleen DaBiere Hiring Manager	cdabiere@discard.mail.us2.cloud.oracle.com 1-518-580-5750

If you find a job you are interested in applying for, select that job by using the Apply button on the upper right.

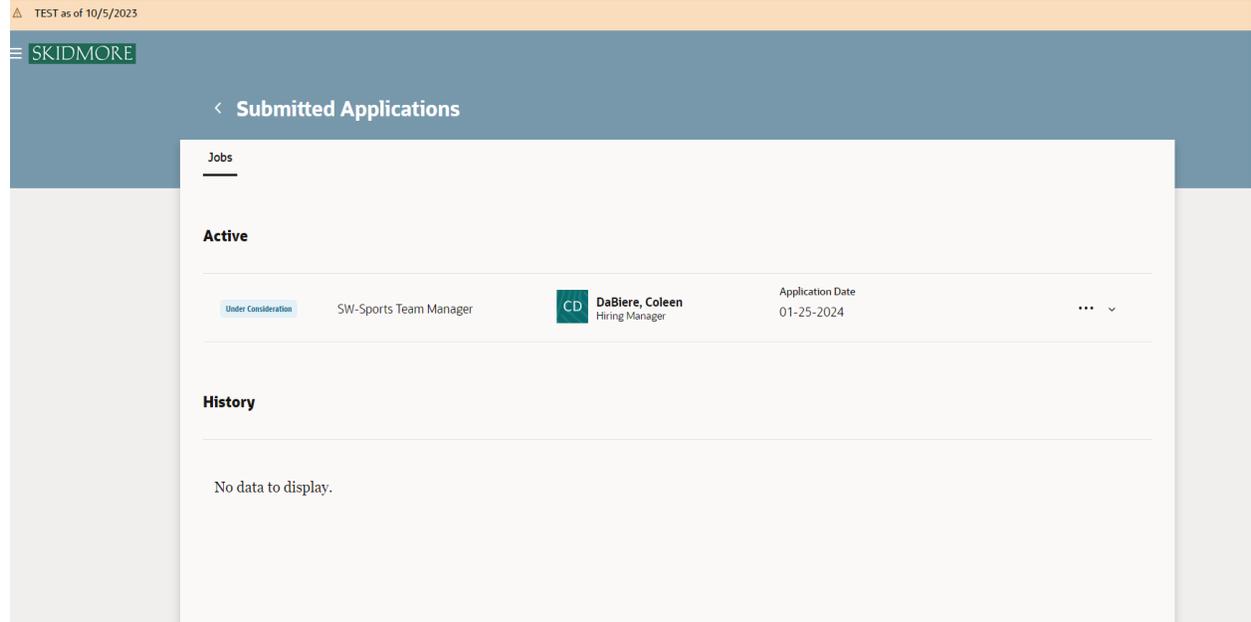
You may see a screen with job application questions if the supervisor set up questions for this job. You can answer those questions and then select Continue.

The screenshot shows the 'Complete Job Application' interface for 'SW-Sports Team Manager, 1386'. At the top, there is a blue header with the Skidmore logo and navigation icons. Below the header, a light blue banner contains an information icon and the text: 'A copy of your skills and qualifications will be included with your job application. Review Skills and Qualifications'. The main content area is divided into two sections. The first section, 'Job Application Questions', contains a question: '\* What is your current major?' with a text input field containing 'athletic training'. Below this is another question: 'Are you available to work until 2:30 am on Friday and Saturday?' with a dropdown menu set to 'Yes'. A yellow 'Continue' button is positioned at the bottom of this section. The second section, 'Supporting Documents', is currently collapsed and shows an 'Edit' button.

**Under Supporting Documents, you may choose to add a resume and/or cover letter. It is not required unless stated in the job listing.**

This screenshot shows the same 'Complete Job Application' interface, but the 'Supporting Documents' section is now expanded. The 'Job Application Questions' section is collapsed and shows an 'Edit' button. The 'Supporting Documents' section features a dashed border and contains a cloud upload icon with an upward arrow, followed by the text 'Drag files here or click to add attachment' and a small dropdown arrow.

Select Submit and you will see a page that shows the job or job(s) to which you have applied. You can always return to your “Submitted Applications” tab in the future to see the status of each of the job(s)



The Hiring Manager may reach out to you regarding your application. If you are hired for the job you will receive an email notification with all the relevant details including dates, rate of pay, job title, supervisor, etc.