FINDING AN ON CAMPUS POSITION ON

1. After logging into Handshake you will see a black Tool Bar on your left hand side. Select Jobs

2. For a paid position on campus, select the check box “On Campus Student Employment” or under “Job Type”

3. If you would like to search by department, select “Employer Division” on the left hand side, then click your department of choice
4. After clicking the job you are interested in you may apply by clicking the green button in the upper right corner.

5. You will see the require documents listed in bold. Be sure to upload each file. You may be prompted to fill out an external link as well.

6. Hit the green button that says “Apply” to submit your application.