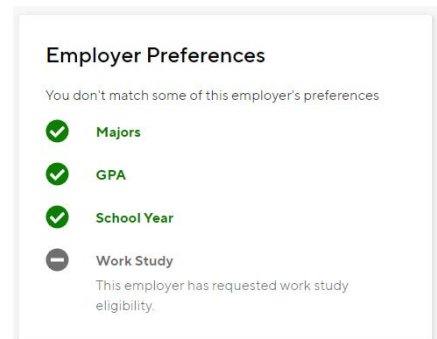




Searching for On-Campus Jobs on Handshake

1. Go to <https://cmu.joinhandshake.com>.
2. Login with your Andrew ID and password.
 - a. If you have any trouble logging in, send an email to recruit@andrew.cmu.edu.
3. Make sure all profile fields are completed, and you have a resume uploaded into Handshake.
4. From the top banner select **Jobs**.
5. Under the job filters select **On-Campus**.
6. You are now viewing all of the on-campus opportunities available in Handshake.
7. All jobs open to Work-Study students only will have (Work-Study) in the job title.
8. You may apply for more than one job. Each campus employer will choose which students they will interview and hire.
9. ***For Work-Study Students*** When applying for a work-study job, you may see the notification to the right. For more information click [here](#).



Types of On-Campus Jobs Available in Handshake

1. **Work-Study** – If you see the word “Work-Study” next to the job title, this means that students who were awarded work-study in their financial aid package are the only ones who should apply for these jobs. If you aren’t sure whether or not you have work-study, you can find that information by visiting the HUB website and checking your [Student Information Online \(SIO\)](#). Your work-study award will be used toward paying you for any campus job(s) you have.
 - a. **Federal Community Service** – Some work-study jobs will say they are Federal Community Service. These jobs are posted by qualified off-campus nonprofit agencies that are located in the surrounding Pittsburgh area and are only available to work-study students. Your work-study award will also be used toward paying you at any of these jobs.
2. **Non Work-Study** – If you are not eligible for work-study, or did not apply for financial aid, you can still work on campus. Search for jobs without “Work-Study” in the title, and apply to those you are interested in. There are jobs available on campus that have the ability to hire students with or without work-study.