Searching for On-Campus Jobs on Handshake

1. Go to [https://cmu.joinhandshake.com](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.