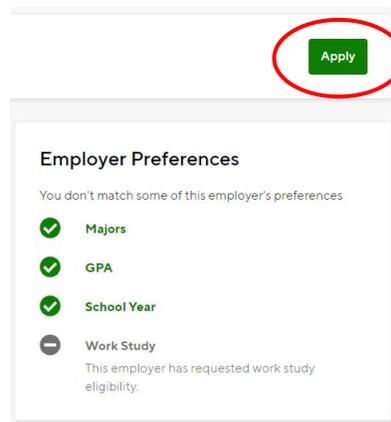




Searching for On-Campus Jobs on Handshake

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 below that states you are ineligible for work-study. Handshake is unable to upload work-study information from the HUB to student profiles. This means you *still* have work-study if it was awarded to you; it will just never show in Handshake. You can double-check your eligibility in your SIO if you are still unsure. No student's work-study eligibility shows in the system, so your profile looks the same as all other work-study students. Even though you may see the below message and "Work Study" appears grayed-out when viewing work-study jobs, you will still be able to click the apply button and apply to any jobs you are interested in.



All of our on-campus employers are aware of this and review all student applications. If any employer asks you to prove your eligibility, we suggest printing out the section of your SIO that states this information.

Please contact the CPDC at career@andrew.cmu.edu for at 412.268.2064 if you have any other questions about this issue.

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.

