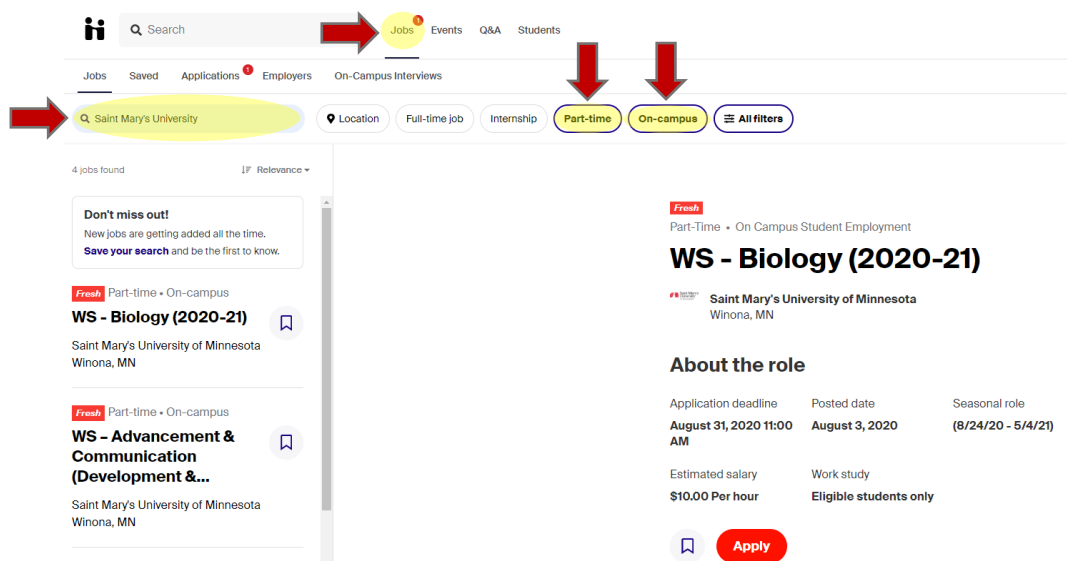


NEED A JOB? APPLY ON HANDSHAKE!

If you're searching for an on-campus job, [Handshake](#) is the place to look! Handshake is an online platform that connects students with on-campus jobs. Here's how to search for and apply to jobs on Handshake:

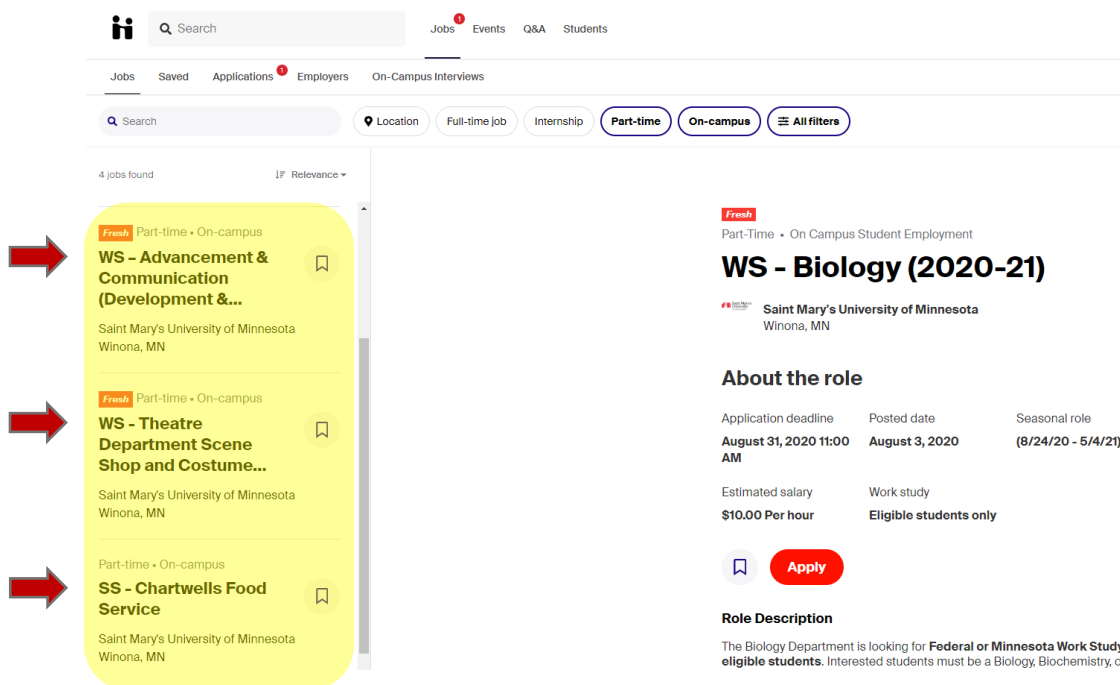
Step 1:

Log into Handshake using your SMU username and password. Click on "Jobs" and type in "Saint Mary's University" and select "Part-Time" and "On-Campus" to begin your search. Select "Internship" for unpaid positions.



Step 2:

On the left-hand side of the screen, you'll see a list of job postings. Keep in mind that **WS jobs are only available to students who were offered a Minnesota or Federal work study. SS jobs are available to all students, regardless of work-study eligibility.** If you're unsure whether you are eligible for WS jobs, check out the "My Financial Aid" screen in your Student Portal.



Step 3:

Click on a job posting to learn more. If it seems like a good fit for you, click the red "Apply" button. You may apply for as many jobs as you like.

Step 4:

Attach your resume. All jobs will require a resume, and some may require additional documents, such as a class schedule. Then click "Submit Application."

Apply to Saint Mary's University of Minnesota ✕

Details from Saint Mary's University of Minnesota:

Applying for WS - Advancement & Communication (Development & Alumni Relations) (2020-21) requires a few documents. Attach them below and get one step closer to your next job!

1. Attach your resume

➔ or

2. Attach other required documents

Instructions from employer: Course schedule

➔ or

Step 5:

Once you've been offered a job, your employer will give you a work permit. You'll need to fill it out and drop it off in Cardinal Central in the Business Office. If it is your first time working for SMU, you'll also need to complete additional work documents, including the direct deposit form, W-4 form, and I-9 form. These documents are located on Blackboard under "SMUMN Services" > "Business Office" > "Students."

If you have any questions, please contact Cardinal Central at 507-457-6655 or email cardinalcentral@smumn.edu.