Applying for On-Campus Jobs

On-Campus jobs are added throughout the summer and academic semesters. There is often competition for on-campus jobs - apply early and follow up with hiring departments! If you have a Federal Work Study Award, it defines the amount of money that you can earn, but DOES NOT guarantee you a job. It's up to you to get a job on campus.

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✓ First, create an application:

1. Log into Handshake by clicking the Handshake button in the "tools" tab of your MySLU Portal

2. Complete your profile as directed

3. On the top navigation menu, click "Career Center", then select "Resources" from the drop down menu.

4. Click on "On-Campus Employment", and find the On Campus Employment Application on the attachment list on the left. Download the application, and save it to your desktop or in an easily accessible folder on your computer

5. Open the recently saved application, complete it, and save the completed application under a new file name

6. On the Handshake menu at the top, click your name, and select "Documents" from the drop down menu

7. Upload your application and complete the instructions when prompted

✓ Next, apply for positions:

1. On the Handshake menu at the top of the page, click "Jobs"

2. Click "On Campus" immediately under the job title and location search bars.

3. Click the position(s) that interest you and click "Apply Now". You'll be prompted to select an application from your documents, choose your On Campus Employment Application. Submit any other documents the position requests. If an application asks for "Other Document", instructions will be provided indicating what documents are requested

4. Departments will contact you if they are interested in interviewing you. However, we suggest you contact the department(s) to check on your application status if the application deadline as passed and you haven't head from them.

If you are unsure about your Federal Work Study eligibility, contact Student Financial Services at 314.977.2350

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Notes:

You MUST complete an I-9 with Human Resources before you can begin working. Original versions of appropriate identification is required, see the back of this page for examples.

If an employer requires a resume, you should create a professional resume. Examples can be found at slu.edu/life-at-slu/career-services or in Handshake by clicking "Career Center" from the top navigation menu, and selecting "Resources", then "Career Services Handouts"

In addition to employment opportunities found in Handshake, the Busch Student Center and Student Mail Center offer student employment - Please call or visit these individual departments for information. Simon Rec Center and Annual Givings Student Caller, all have unique applications found by following steps 1-4 at the top of this page.

SAINT LOUIS UNIVERSITY
CAREER SERVICES

Schedule: Navigate on your MySLU Tools Tab
or call 314.977.2828
Walk-ins: 3:30-4:30pm, Monday-Friday
(except holidays and breaks)
Career Services, Griesedieck Hall Room 130

LISTS OF ACCEPTABLE DOCUMENTS
All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A		LIST B		LIST C
Documents that Establish Both Identity and Employment Authorization	**OR**	**Documents that Establish Identity**	**AND**	**Documents that Establish Employment Authorization**
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)				
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
4. Employment Authorization Document that contains a photograph (Form I-766)		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		4. Voter's registration card		
		5. U.S. Military card or draft record		4. Native American tribal document
		6. Military dependent's ID card		5. U.S. Citizen ID Card (Form I-197)
		7. U.S. Coast Guard Merchant Mariner Card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
		For persons under age 18 who are unable to present a document listed above:		7. Employment authorization document issued by the Department of Homeland Security
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record		

ORIGINAL DOCUMENTS REQUIRED