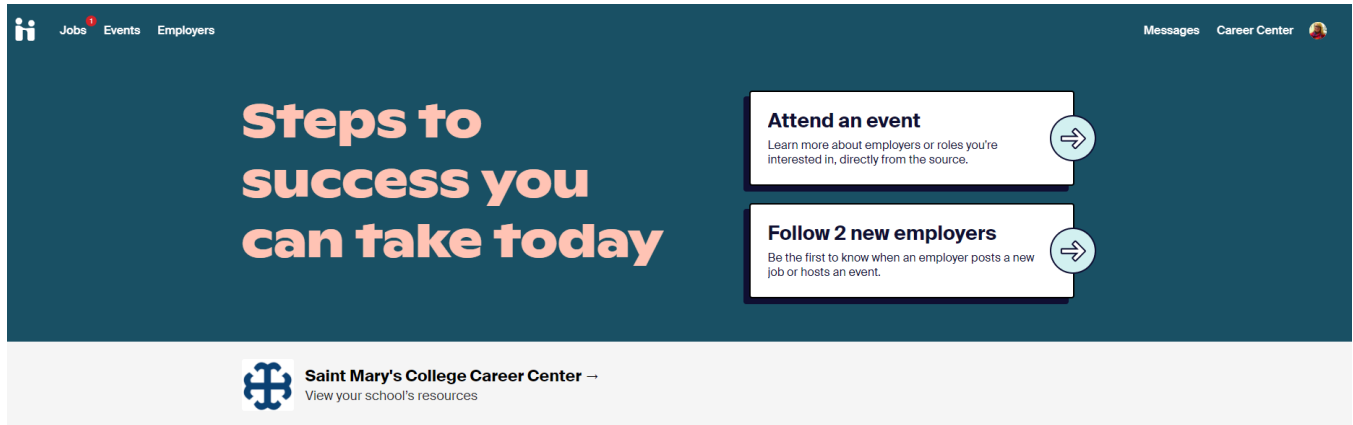
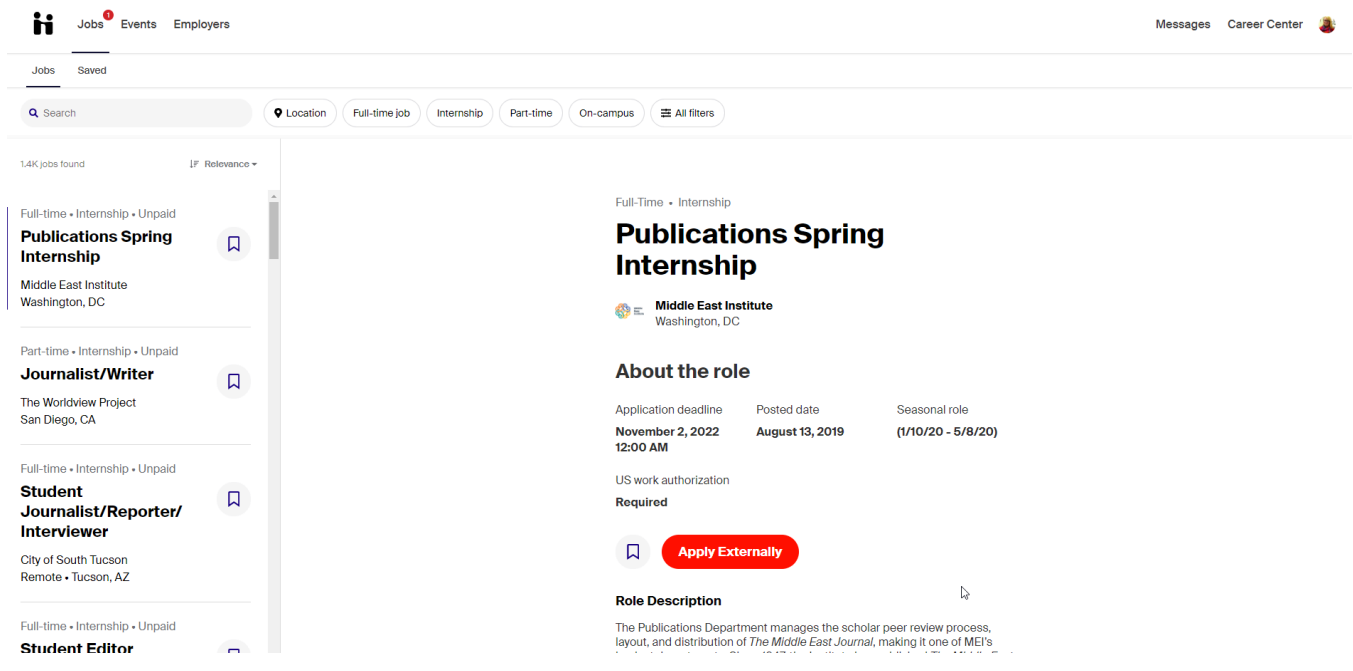


# APPLYING TO CAMPUS STUDENT EMPLOYMENT POSITIONS

**STEP 1: Log in to your [Handshake](#) account.** (For those who have not activated your account, enter your Saint Mary's email address and follow the prompt/instructions to create a password. Be sure to complete your profile too!)



**STEP 2: Click “Jobs” in the upper left corner.**



**Student Employment | Financial Aid Office**  
Saint Mary's College | Notre Dame, IN  
[studemploy@saintmarys.edu](mailto:studemploy@saintmarys.edu)

**Handshake**  
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**STEP 3: Click the “On-Campus” button next to the “All Filters” button. This will show you the list of available positions. *All student employment positions go live on August 1 at 12:00 AM EST.***

The screenshot shows the Handshake web interface. At the top, there's a navigation bar with 'Jobs', 'Events', and 'Employers'. Below it, a search bar and filter buttons for 'Location', 'Full-time job', 'Internship', 'Part-time', 'On-campus', and 'All filters'. The 'On-campus' filter is selected. On the left, a sidebar shows '12 jobs found' and a list of job titles: 'Costume Shop Assistant', 'Mail Clerk', and 'Gallery Worker'. The main content area displays the details for the 'Costume Shop Assistant' position at Saint Mary's College. It includes the job title, employer name, location, and a table with application deadline, posted date, and estimated salary. A red 'Quick Apply' button is visible, along with a note that applications open on August 1, 2021 at 12:00 AM. The role description mentions assisting with stage costumes for Theatre, Dance, & Music Department productions.

**STEP 4: Scroll on the left and click on positions of interest. To apply, click the red “Quick Apply” button or “Apply Externally” button.**

This screenshot shows the Handshake interface with the 'On-campus' filter selected. The sidebar now shows '2 jobs found' and lists 'Research for Development Student Assistant' and 'Social Work and Gerontology Office Assistant'. The main content area displays the details for the 'Research for Development Student Assistant' position at Saint Mary's College. It includes the job title, employer name, location, and a table with application deadline, posted date, and estimated salary. A red 'Quick Apply' button is highlighted with a mouse cursor. The role description lists responsibilities such as digitizing paper records, weeding, organizing, and scanning paper records, and indexing scanned documents.

**STEP 5: Click the “Submit Application” button or fill out the external application. Once completed, you will receive an on-screen notification in the lower right hand corner verifying your application has been submitted.**

The screenshot shows the Handshake website interface. A modal window is open, titled "Apply to Saint Mary's College - Student Employment". Inside the modal, it says "Details from Saint Mary's College - Student Employment: Applying for Research for Development Student Assistant requires no additional documents." and a green "Submit Application" button. The background shows a job listing for "Research for Development Student Assistant" at Saint Mary's College - Student Employment, Notre Dame, IN. The listing includes an "About the role" section with application deadline (October 1, 2021 12:00 AM), posted date (June 18, 2021), and estimated salary (\$7.45 Per hour). There is a "Quick Apply" button and a "Role Description" section listing responsibilities like digitizing paper records.

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# VIEWING POSITIONS YOU HAVE APPLIED TO

**STEP 1: Click on your icon/profile picture in the upper right hand corner and click “My Jobs.”**

The screenshot shows the Handshake web application. In the top right corner, a user profile icon is clicked, opening a dropdown menu with options: My Profile, My Jobs (highlighted), My Interviews, My Documents, My Career Interests, My Reviews, Notifications, Settings, Switch Users, Help, Terms of Service, and Log out. The main content area displays a job listing for 'Costume Shop Assistant' at Saint Mary's College - Student Employment, Notre Dame, IN. The job is part-time, on-campus, and has an application deadline of October 1, 2021, 12:00 AM. The estimated salary is \$8.00 per hour. A 'Quick Apply' button is visible. The left sidebar shows a list of other jobs found, including 'Costume Shop Assistant', 'Mail Clerk', and 'Gallery Worker'.

**STEP 2: You will see the positions you have applied to and their status.**

The screenshot shows the 'My Jobs' page in the Handshake application. On the left, there are filters for Search, Application Type, Status, and Application Date. The main area displays a list of 1-2 applications. The first application is 'Research for Development Student Assistant' at Saint Mary's College - Student Employment, with a status of 'Pending' and an application date of July 7. The second application is 'Test Job' at Saint Mary's College, with a status of 'Reviewed' and an application date of June 18. A pagination bar at the bottom shows '1 / 1'.

**How does it work and who can I contact if I have questions?** Supervisors will contact you directly shortly before or after the start of the semester if they would like to interview you. You can message supervisors directly from the posting on Handshake if you have questions regarding the positions. General questions about student employment and work study should be directed to [studemploy@saintmarys.edu](mailto:studemploy@saintmarys.edu). Technical questions and troubleshooting regarding Handshake should be directed to [cco@saintmarys.edu](mailto:cco@saintmarys.edu).

**Looking for other near-campus opportunities?** Check out [THIS LIST](#) of resources for finding additional opportunities and employers that typically hire Saint Mary's students for positions throughout the academic year.