

FINDING PART-TIME WORK

Finding part-time work while in school can help you supplement the cost of tuition and textbooks as well as develop work experience and transferable skills necessary to increase your marketability after graduation.

TIPS TO GET STARTED

- Consider your skills and interests and contact the departments of larger local organizations to see if their areas could use extra help.
- Determine how many hours a week you can afford to work without compromising academics.
- Estimate how long transportation will take you to get to and from a potential employer.
- While there are great online resources, potential employers are more likely to review your application if you are able to approach them in person.
- You may not find your dream job, but many experiences can give you the opportunity to build transferable skills that will make you a better candidate for that perfect internship or full-time job.
- Be sure to prepare a clean, well-organized one-page resume with the help of SXU's Career Services team.
- Plan for an interview. Assess your interests, skills and abilities, including your strengths and weaknesses. Research the employer so you will be able to ask informed questions. Arrive at least 15 minutes before your interview. Follow up with a thank-you note.

SAINT XAVIER UNIVERSITY RESOURCES

- Access part-time and internship positions at sxu.joinhandshake.com.
- Prepare for the real thing with a mock interview with Career Services.
- Meet individually with staff to strategize your career approach and receive resources.
- Attend career panel programs, networking opportunities and workshops throughout the year.

NETWORKING

One way to build your network is to join and participate in a campus organization. Search for ones related to your career interest at www.sxu.edu, keyword: RSO. Ask your friends and fellow students where they work and if they would recommend you to apply there. Talk to your professors to ask if they have contacts in their field who are hiring.

RECOMMENDED JOB SEARCH SITES

Handshake
sxu.joinhandshake.com

Indeed
www.indeed.com

CareerBuilder
www.careerbuilder.com

Intern Jobs
www.internjobs.com

Internship Programs
www.internshipprograms.com

Action Without Borders
www.idealists.org

Volunteer Opportunities
www.volunteermatch.org

Childcare
www.care.com; www.childcarelist.com

Career Services Internships
www.sxu.edu, keyword: Getting Experience

LinkedIn
www.linkedin.com

Check the bulletin boards around campus for current job opportunities.

APPLYING TO ON-CAMPUS EMPLOYMENT

Positions on the Saint Xavier University campus are posted on sxu.joinhandshake.com in early August for the fall semester and late November for the spring semester.

- Wait until your application has been approved before applying for positions.
- Students may work up to 15 hours per week, may be in multiple departments.
- Level I positions require that students be eligible for Federal Work Study.
- You must use a Student Employment Application to apply for on-campus positions.
- Keep your class schedule in mind to reference when determining your work availability.
- Complete your application early and have it in the system ready to go when positions are posted.
- If any information on your application changes while seeking on-campus employment, be sure to update your Student Employment Application and upload the new version as soon as possible.
- Do NOT send a resume with your application; just use the Student Employment Application.
- If a department is interested in hiring you, they will contact you directly for an interview or meeting.

Students with any questions regarding the application process can call Career Services at (773) 298-3131.

GENERAL INSTRUCTIONS FOR USING HANDSHAKE

HANDSHAKE CAN BE ACCESSED ONLINE AND VIA MOBILE APP

1. **LOGIN:** Go to sxu.joinhandshake.com and login using your username (email address) and password.
2. **CREATE:** Go to the Profile tab located at the top of the navigation bar. Click on "My Profile" to edit your profile. Upload application materials such as the Student Employment Application under "Documents." Identify your career interests through the Career Interests tab to receive job and event suggestions tailored toward your interests.
3. **EXPLORE:** When you log in, your profile defaults to the For You home page. There are six tabs at the top of your account:
 - a. **For You:** This page highlights open positions and events. These are auto-populated for you based on education, work experience, location and search interests.
 - b. **Jobs:** Explore student employment and various other job opportunities shared with Saint Xavier by employers.
 - c. **Events:** You will see upcoming career development events, appointments, career fairs and interviews on this page. Students will be able to use this system to request appointments with Career Services staff.
 - d. **Students:** Network and connect with other Saint Xavier University students.
 - e. **Career Center:** Explore information about your school, see available appointments, view resources such as career development informational pieces and the student employment application and complete any available surveys.
 - f. **Profile:** Edit your profile, add application materials, and adjust settings and privacy.

APPLYING FOR STUDENT EMPLOYMENT ON HANDSHAKE

1. Click Career Center > Click Resources > Click SXU Student Employment > Download and fill out the Student Employment Application under Attachments.
2. Upload the completed Student Employment Application by selecting the Documents tab under My Profile. **Make sure to save the application as an "Other" document.** Career Services staff will approve your application within one business day.
3. Once your application is approved, to apply for on-campus positions, click on "Jobs" at the top of the navigation bar and click the "On-Campus" filter option to identify current positions.
4. Once you find a position, review the job description and employer preferences, click "Apply" and select your saved Student Employment Application.
5. Click "Submit Application" to complete the application.

CONNECT WITH US



sxu.joinhandshake.com



SXU Career Services



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For more information or to schedule an appointment with Career Services, call (773) 298-3131, email careerservices@sxu.edu, or visit Career Services in the Warde Academic Center, Room L-208.



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