**Student Employment**

**How to find a job on campus**

Muskingum uses the Handshake app to manage campus employment opportunities.

To Search MU’s on campus student employment jobs:

* Go to joinhandshake.com.
* Use your MU email address to login.
* Click on **Jobs** on the side navigation bar.
* In the top search bar, type **Muskingum University**.
* Click on the **Job Title** to learn more about the job/department and any qualifications needed.
* Click the green **Apply** button when ready to apply (you will need to have a resume uploaded to your profile).

Need a resume? Upload your current resume in Handshake under your Documents or click on Career/Center Resources to access a resume template. Need help? Contact the Impact Center at impactcenter@muskingum.edu.

**What you need to do before you can work on campus**

* Visit the Human Resources Office (Montgomery Hall 16).
	+ You will be asked to provide original identification documents to fill out a Federal I-9 form.
	+ The most used forms of identification are:
		- US passport **OR**
		- A photo ID **AND** a Social Security Card **OR**
		- A photo ID **AND** a Birth Certificate
* Once all the required documents have been completed you will receive an email from Human Resources with a Certificate of Work Authorization.

For more information about the student employment process please visit:

muskingum.edu/human-resources/student-employment



**Connect to Handshake**

**Here**