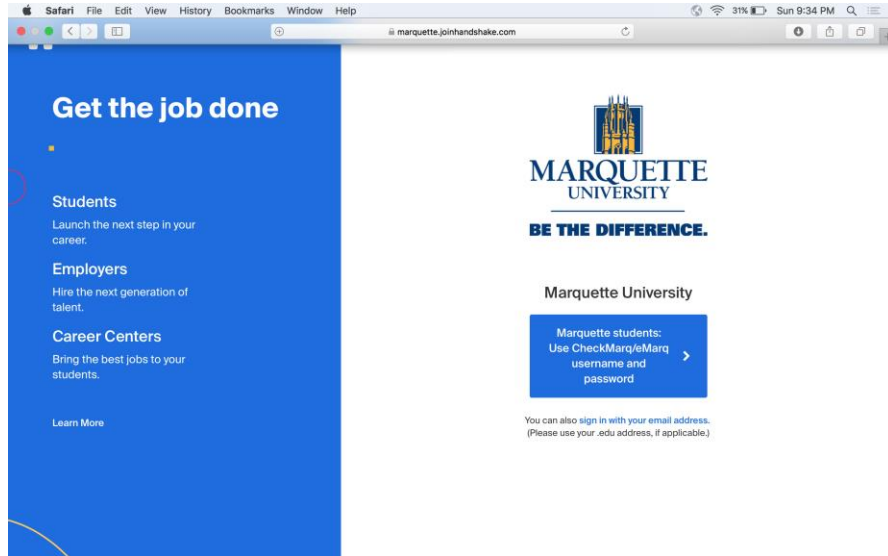


How to Apply for Career Services Center Student Employee Positions

1. Log-on to Handshake (<https://marquette.joinhandshake.com/>)

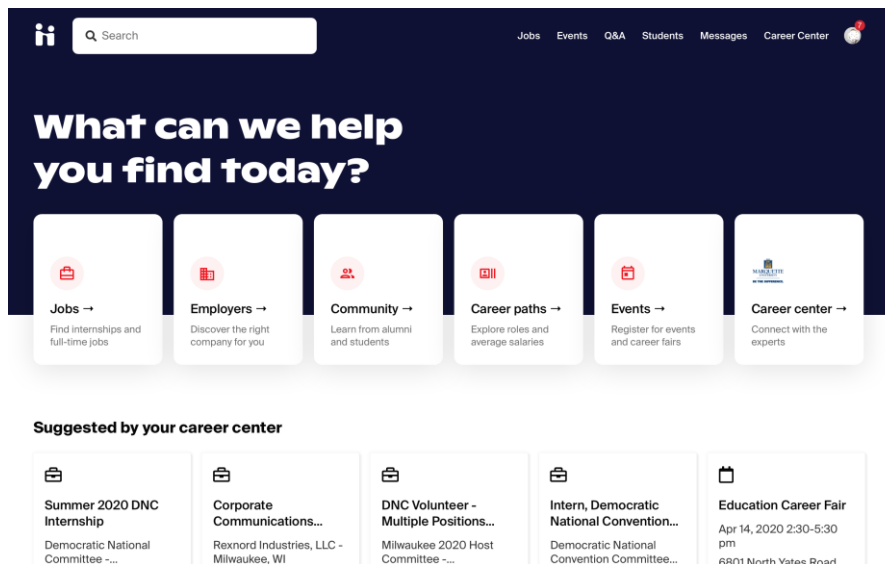
Tip: Make sure to use your full "@marquette.edu" email address



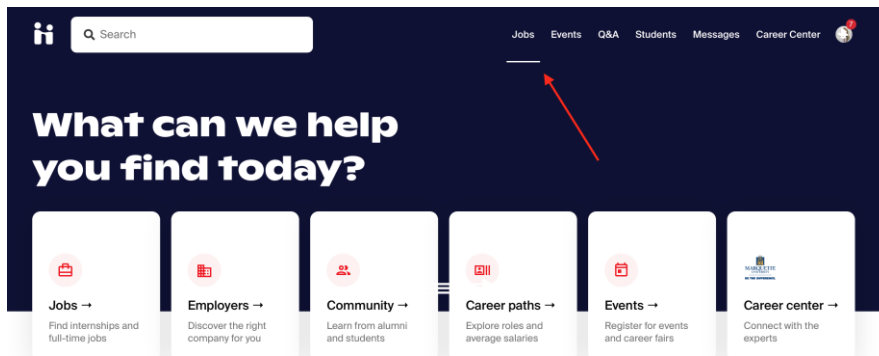
2. Continue logging on using your eMarq username and password (example: 1111legaleg)



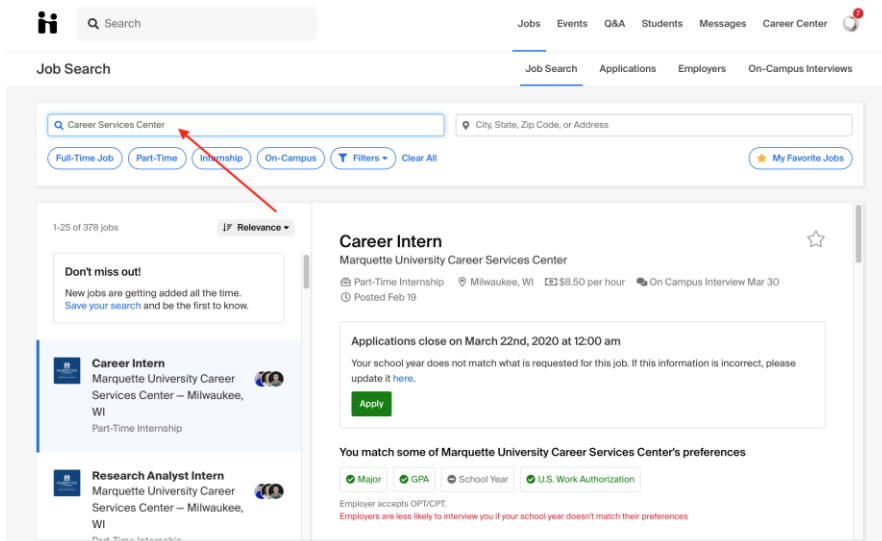
Congratulations! You have logged into your Handshake account - This is the home screen



3. Select the “Jobs” link within the navigation bar at the top of the screen

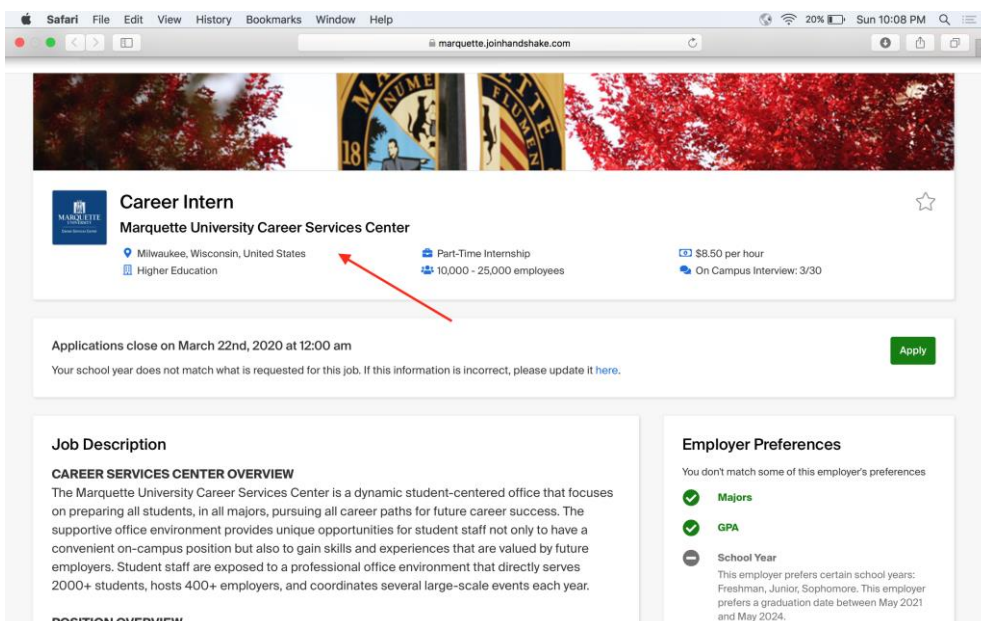


4. Type “Career Services Center” within the Keyword search bar under the “Job Search” tab

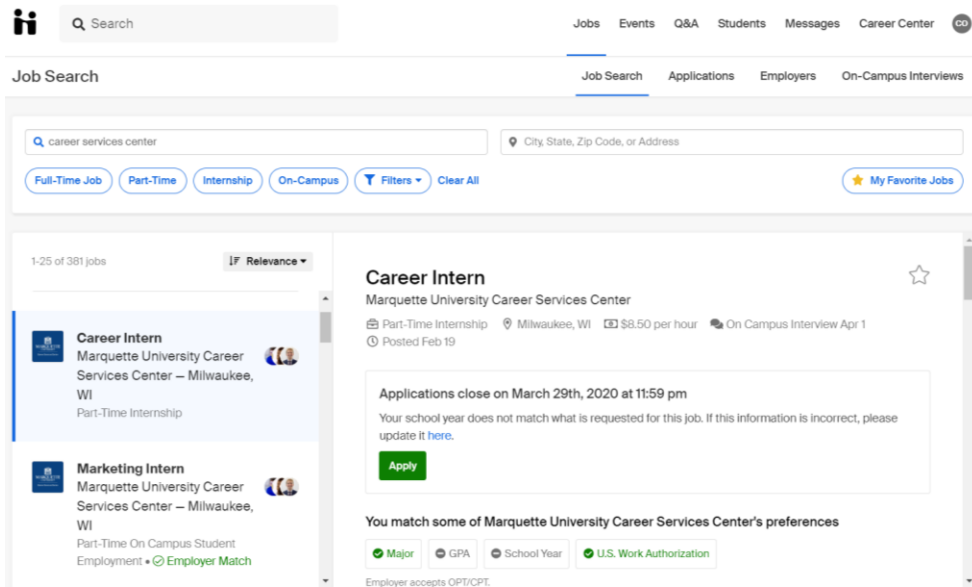


5. Read through the position descriptions for the available positions and click on the title of the position in which you desire to apply for

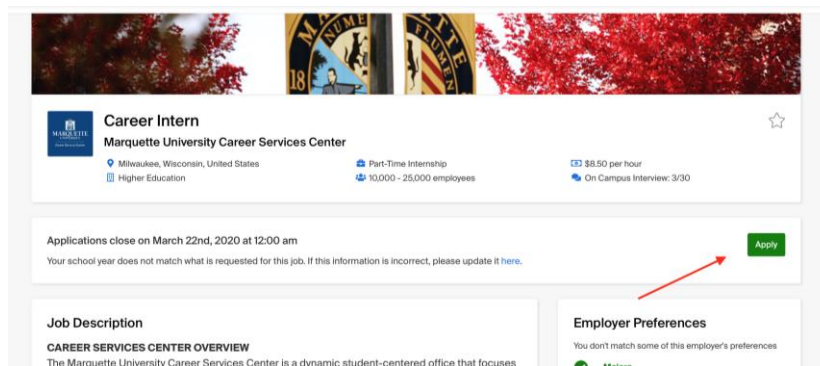
Tip: Reading through the position descriptions can be very helpful in determining which position is the best fit for you. Do though know that you can apply for more than one position.



6. Select the position you'd like to apply for



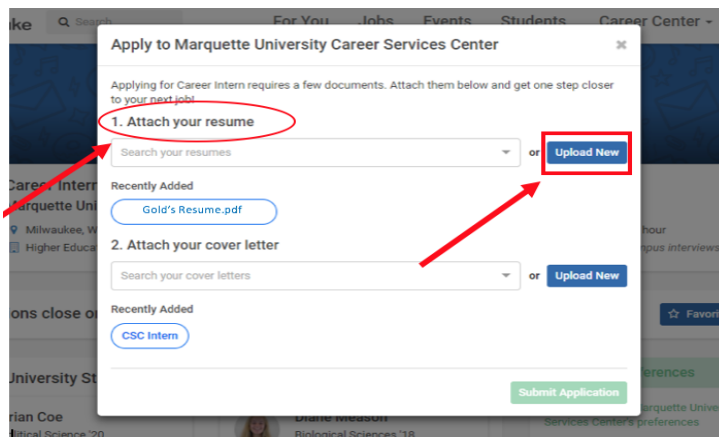
7. On the position description page, click “Apply” in the right-side navigation



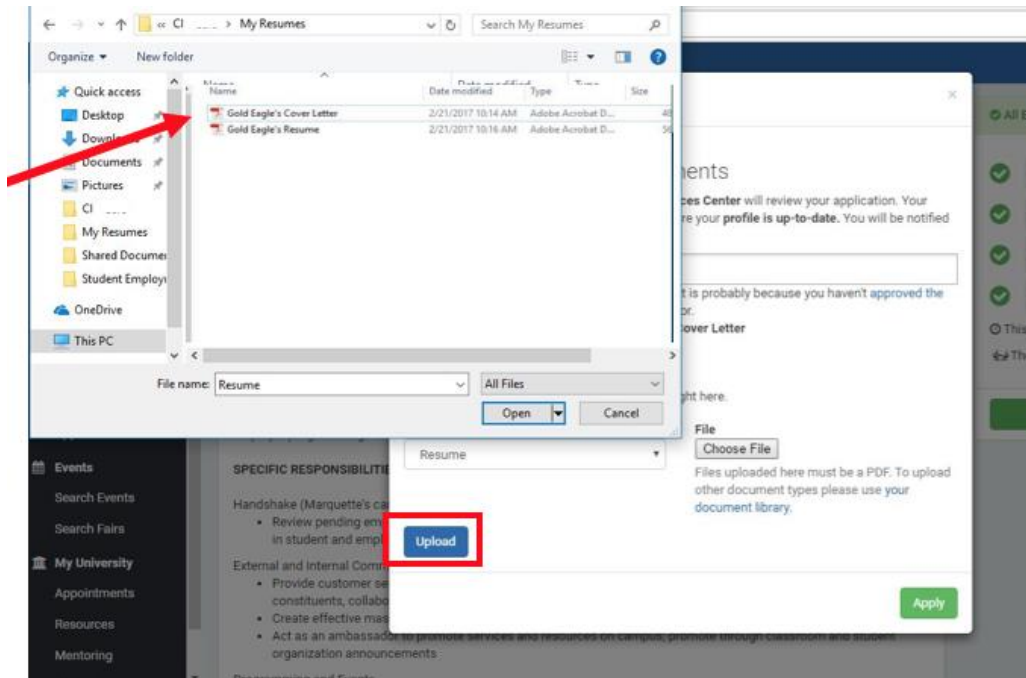
You will be prompted to upload a PDF of your professional document(s) (i.e. your resume and/or cover letter)

Tip: To save a Word Document as a PDF: open up your document in Word → click File → Save as → select a location for saving your document → click the drop-down menu next to “Save as Type” → select PDF.

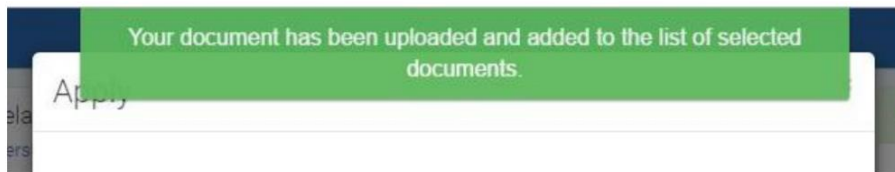
8. Upload a PDF of your resume and any other required materials for the position by selecting from Recently Added documents or select “Upload New” on the right side



9. Select the PDF you would like to upload and then click “Open.”
Immediately following, click “Upload.”

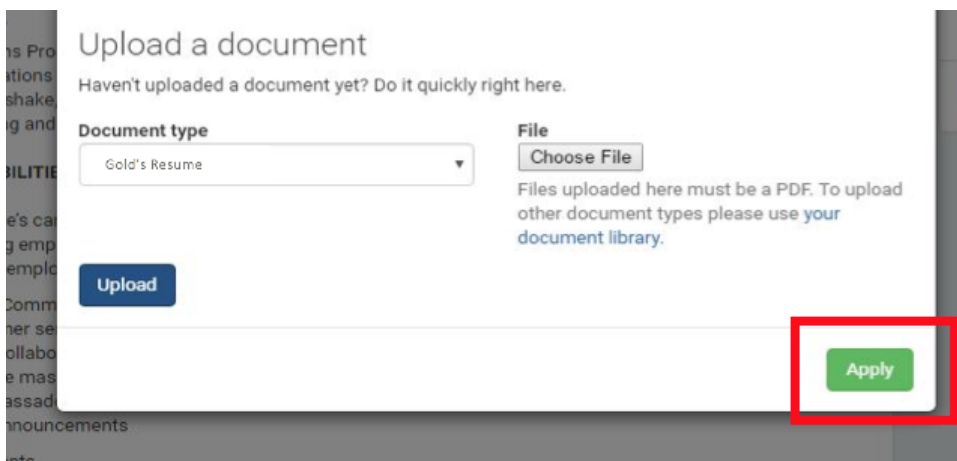


You will receive a message that your document has been successfully uploaded



If applicable, repeat step 9 for other required materials

10. Once you have uploaded all of the required documents, click “Apply”



Congratulations, you have successfully applied for a Career Services Center Student Employee position. After you have successfully applied, you will receive a confirmation email from Handshake

Visit our website: www.marquette.edu/career-services for more information and resources pertaining to Career Services Center student employee positions.