

I need a part-time job!

Step 1 – search for campus jobs in **your Handshake account** *see other side of page!*

Step 2 – also check the links below to MSU departments hiring large numbers of students

MSU averages more than 17,000 students on its payroll each school year. While most MSU departments use the Handshake job posting system when hiring students, some hire so many students that they also have online job info & application systems.

MSU Residential & Hospitality Services – *largest student employer!* jobs.rhs.msu.edu

MSU Dining Halls, Sparty's cafes, Union restaurants, food trucks, etc.
jobs.rhs.msu.edu (*employment application and manager contact information*)

MSU Spartan Signature Catering jobs.rhs.msu.edu

MSU Residence Education & Housing Services (*various work in on-campus residence halls*)
jobs.rhs.msu.edu

MSU Kellogg Hotel and Conference Center (*front office & food service*) jobs.rhs.msu.edu

MSU Recreational Sports & Fitness
<http://recsports.msu.edu/about/Student%20Employment.html>

MSU Police (*special events and parking services*) www.police.msu.edu/studentjobs.asp

MSU Telemarketing (*student fundraising team*) <http://greenline.msu.edu/prospect.cfm>

MSU Libraries www.lib.msu.edu/general/employment.jsp

MSU Museum (*internship program*) <http://museum.msu.edu/?q=intern>

MSU Wharton Center (*box office & ushers*) <http://www.whartoncenter.com/about/employment>

MSU Breslin Center (*student job info*) <http://www.breslincenter.com/studentemployment>

MSU Broad Art Museum (*student Gallery Guides and Internships*)
broadmuseum.msu.edu/about/careers

MSU Infrastructure & Facilities Planning (*landscaping, campus sustainability, custodial, etc.*)
ipf.msu.edu/about/contact/employment/index.html

MSU Surplus Store & Recycling Center (*online application for student employment*)
<http://www.msusurplusstore.com/category-s/1829.htm>

MSU Undergraduate Research (*info & resources for research opportunities*) venture.msu.edu/

MSU Spartan Innovations (*entrepreneurial resources for students*) www.idea Hatch.org



handshake

What is Handshake?

Handshake is your one stop shop for all things career related. It allows you to easily:

Explore majors and career paths

Sign up for workshops and events

Learn about career fairs

Connect with employers

Find job and internship opportunities

Search career resources

All Jobs (part-time, on and off-campus, full-time and internships), Career Fairs, Employer Events, Off-Campus Career Events, and Advising Appointments will be posted on Handshake.

5 steps to get started with Handshake

Login to Handshake. You will receive an email from us with a link to join Handshake. If you don't have that email, try finding our Handshake page at: [MSU.joinhandshake.com](https://msu.joinhandshake.com). Click the 'Sign up for an Account' link in the lower left hand corner to get started.

Fill out your profile. Some of your information will already be in your Handshake profile. Check to be sure all information is correct, and fill out the remainder of your profile.


Upload a Document. You'll likely want to have a public resume available in Handshake for employers to see. This will also help you complete your Handshake profile.


Take Handshake for a spin. Use the top search bar and filters to look for companies and jobs you're interested in learning more about or applying to. You can always save your searches in Handshake, so finding relevant employers and jobs will be easy!

Follow jobs and employers you're interested in. When you follow an employer or a job, you'll automatically start receiving information about the company or job so you won't miss out on updates or new opportunities!

We're Here to Help!

Career Services at the Student Services Building provides drop-in meetings to answer all career related questions (including what can I do with this major?) and to help you get started with Handshake.

 113 Student Services Building

 (517) 355-9523

 careerservices@csp.msu.edu

CareerNetwork.msu.edu