On-Campus Employment Search

1. Log into your Handshake account! (https://app.joinhandshake.com/)
   A. Make sure you are using your @spartans.ut.edu email address!
   B. Trouble logging in? Reset your Handshake Password (Don’t worry, it won’t affect your other UT accounts)

2. Click on “Jobs” at the top of the page.

3. Select “On Campus Student Employment” from the “Job Type” filter to the middle left of the page.

4. Click on “On Campus Jobs,” then expand the job description by clicking on “See More.”

5. Click on the link that applies to you.

6. Your link will bring you to the Workday system. This system houses all of our on campus jobs for the University of Tampa!

Tips

1. Not sure where to start? Visit Career Services to get your resume critiqued, discuss job search strategies, and more. Drop in hours are 2pm-4pm.

2. Find a position you like? Once you have submitted your application, reach out to that office or department and let them know you’ve applied!

3. Visit their office! Get to know what services they offer and don’t be afraid to ask questions!

4. Follow up with the Hiring Manager and ask if there is anything else they need to help with their decision.

5. Get an interview? Schedule a Mock Interview with Career Services to prepare.