



Applying for Jobs in the SLU Libraries and Museums



First, create a Handshake Profile if you do not already have one

1. Log into Handshake by clicking the Handshake button in the “My Apps” section of your MySLU Portal.
2. Complete your profile as directed.
3. On the left side navigation menu, click “Career Center,” then select “Resources.”
4. Click on “On-Campus Employment” and find the “Application Form On-Campus Jobs” in the attachment list. Download the application and save it to your desktop or in an easily accessible folder on your computer.
5. Open the recently saved application, complete it, and save the completed application under a new file name.
6. In Handshake, click on your name at the top right and select “My documents” from the drop-down menu.
7. Upload your application and complete the instructions when prompted.



Next, apply for positions

1. On the left side Handshake menu, select “Jobs.”
2. Click on “All Filters” next to the search bar. Select the “On-Campus” filter.
3. In the search bar, search “ULM.” All available jobs in the Libraries and Museums will be visible. Some jobs may only be visible to those who are FWS eligible.
4. Select the position(s) that interest you and review the job description and qualifications. Click “Apply.” You’ll be prompted to select an application from your documents, choose your On-Campus Employment Application. Submit any other documents the position requests. If an application asks for “Other Documents,” instructions will be provided indicating what documents are requested.
5. Supervisors will contact you if they are interested in interviewing you.

If you are unsure about your Federal Work Study eligibility, contact Student Financial Services at 314-977-2350 or visit their website.

www.slu.edu/financial-aid

If you have further questions about Handshake, need help writing a resume, or want to practice interviewing, visit the Career Services website.

www.slu.edu/life-at-slu/career-services

