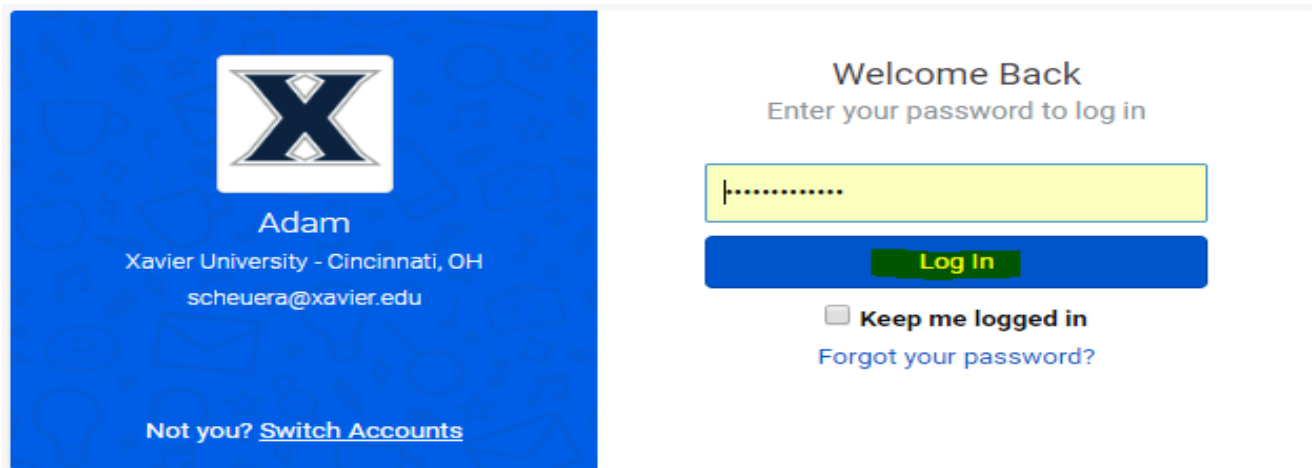




## Looking for a Xavier On-Campus Student Position or Internship?

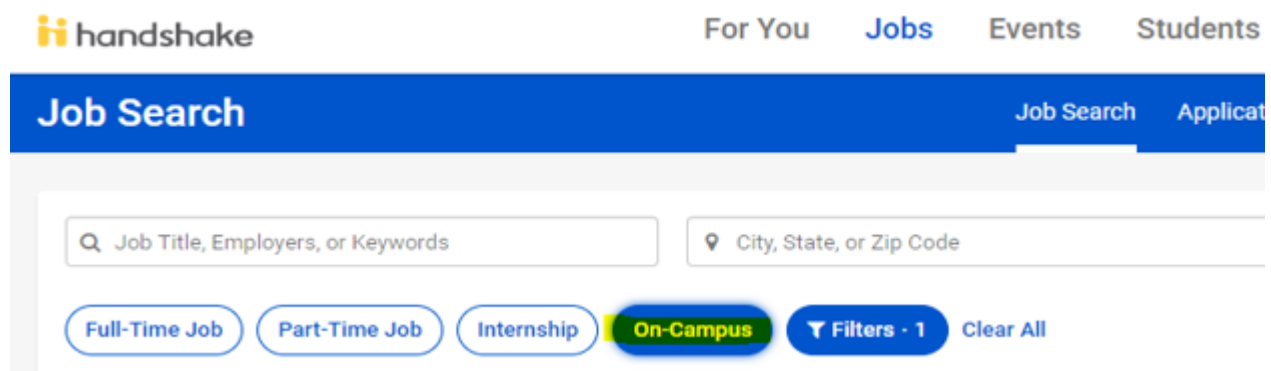
1. Go to [Hire-A-Muskie](#), powered by Handshake
2. Enter your **Xavier email address** then click “Continue” and then enter your **Xavier SSO Password** and click “Log In”. If you have any log in issues, please contact [cdo@xavier.edu](mailto:cdo@xavier.edu).



3. After you have signed in, click “Jobs” on your menu bar at the top of the screen:



4. In the Jobs search menu, click on the “On-Campus” filter to view only on-campus job postings:



5. From the list of positions, click on the Job Posting you are interested in:



6. Click “See More” under the Job Description to view details:

**DESCRIPTION/RESPONSIBILITIES:**

Job duties include: Answer phones, greet visitors, run errands, file, complete various projects, type and collate, fold and label documents for mailing.

Training period 1 week.

See More ▼

7. If you are qualified for and interested in the position, click “Apply”:

📄 Applications close on May 18th at 5:00 pm

☆ Favorite

Apply

7(a). If you are unable to apply, you may be restricted based on specific criteria and restrictions to that job posting (see highlighted text in screenshot below). If you feel this is in error or you need clarification, please contact Student Employment at [oce@xavier.edu](mailto:oce@xavier.edu) or call (513) 745-3141.

📄 Applications close on May 18th at 8:00 am

☆ Favorite

Apply

Your school has restricted your ability to apply to this job. Please contact them to learn more about this restriction.

Your school year does not match what is requested for this job. If this information is incorrect, please update it [here](#).

8. If you are eligible to apply for the position, after clicking “Apply” you will be prompted to upload your resume and any other required documentation (please ensure your resume is in pdf format – for sample resume see [here](#)):

## Apply to Xavier University - Cincinnati, OH

Applying for AJS Test 3 5-10-18 requires a resume. Attach it below and get one step closer to your next job!

### 1. Attach your resume

Search your resumes

or

Upload New

9. Click “Upload New” to browse your PC for the pdf version of your resume. Then click “Submit Application”:

Applying for Data Entry/Document Imaging Assistant (709) requires a resume. Attach it below and get one step closer to your next job!

### 1. Attach your resume

✓ Resume.pdf  
Preview Document

Submit Application



**Want help with campus position searches?**

Contact Vicki Clary at [claryv@xavier.edu](mailto:claryv@xavier.edu) or (513) 745-3141

**Want help with your resume?**

Meet with a career coach during daily walk-in hours \*No appointment needed\*

MTW 1:30-3:30pm & RF 11:00am-1:00pm in Suite 530, Conaton Learning Commons (Career Development Office)

**On-Campus Non-Xavier Employers** (Open to all students)

**These non-Xavier employers are independent and hire student employees directly.** Therefore, **the employer** (not Xavier Student Employment) handles all required new hire paperwork. These employers **do not utilize Federal Work Study** funds. To apply to any of these employers, contact them as designated [here](#). Questions? Contact Xavier Student Employment at 513-745-3141.