This guide is an easy instruction sheet to find part-time campus employment opportunities and Federal Work Study Community Service positions posted on the Butler University’s career management system called Handshake.

**Logging into Handshake**

1. Open a browser to butler.joinhandshake.com/login (Google Chrome is recommended.)
2. Log into your account
3. Username: your Butler account name (ex. tsmith)
4. Password: your password used for all Butler accounts (ex. BUmail, my.butler)
5. You may update your profile with changes on a regular basis.

**Updtaing Your Profile**

1. Select Profile in the upper left hand corner.
2. Upload your resume; if you don’t have one, fill in each section manually.
3. Keep information as updated as possible.

**Searching for Student Employment Positions**

1. Click on **Jobs** under the **Explore** tab on the navigation bar on the left.
2. Under **Job Type**, search “**On Campus Student Employment**.”
3. The list of available positions will be shown, alphabetized by job name.
4. Click on the individual job titles in blue font to view job descriptions.
5. You may use the back arrow on your browser anytime to view and apply for additional positions.
6. If you decide to apply for a position, click the **Apply** button in the upper right-hand corner to submit an application. Some employers may divert you to an external site to apply, or others may request printed, in-person applications.