handshake
Guide to Student Employment

This guide is an easy instruction sheet to find part-time student employment and federal work-study positions posted on the Rutgers-Camden career management platform called Handshake.

LOGGING INTO HANDSHAKE

1. Go to cc.camden.rutgers.edu/handshake

2. Click on Student Log-In to sign in with your NetID   **Student Log-In**

UPDATING YOUR PROFILE

1. Select Profile in the upper left hand corner (or click on your name in the upper right corner and go to My Profile).

2. Upload your resume; if you don't have one, fill in each section manually. You are strongly encouraged to get your resume critiqued first by the Career Center. You can email it to careercenter@camden.rutgers.edu or drop it off in the office.

3. Keep information as updated as possible.

4. You can make your profile "Public" so that employers can see your education/experience and reach out to you about their opportunities. ONLY make your profile public if you want to be contacted and have updated all of your information.

SEARCHING FOR STUDENT EMPLOYMENT POSITIONS

1. Click on Jobs on the navigation bar on the top of the screen.

2. On the Job Search, select "On Campus."

3. The list of available positions will be shown, alphabetized by job name.

4. Click on the individual job titles 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 green Apply button to submit an application.

Questions?

📞   **856-225-6046**

✉️   **careercenter@camden.rutgers.edu**

📍   **Campus Center, Lower Level**

RUTGERS UNIVERSITY | CAMDEN | **CAREER CENTER** CC.CAMDEN.RUTGERS.EDU