Guide to Finding On-Campus Jobs

Working on campus can be a great way to get professional experience, earn some money, and become a part of the Menlo Community in a new a unique way!

Handshake

Many on-campus jobs are posted in the career services system used at Menlo College called Handshake. To access Handshake, just use the instructions below.

1. Go to http://handshake.menlo.edu
2. Click the blue Menlo College Sign On button
3. Enter your full Menlo email address (with @menlo.edu included)
4. Enter the password you use for all other Menlo systems (MyMenlo, Schoology, Menlo email, etc...)

Once logged in, just click “Jobs” in the top menu, then search using the filters for jobs with the Job Type “On-Campus”. See the picture on the reverse side of this guide for some screen shots of Handshake.

Outside Handshake

Though many on-campus jobs are posted to Handshake, some campus offices prefer to recruit through their own processes, word-of-mouth, or informal means. As such, students seeking on-campus jobs are encouraged to visit the campus offices that hire students most commonly to introduce themselves and ask if those offices have work opportunities available. While any department or individual faculty member on campus could hire student workers, some of the most common offices that employ student workers regularly are:

- Academic Affairs
- Academic Success Center
- Admissions/Registrar
- Athletics
- Fitness Center
- Internships & Career Services
- Library
- Sodexo*
- Student Affairs

*International students on F1 visas cannot can only work directly for Menlo College, and as Sodexo is an outside company even though they are operating on-campus, jobs with Sodexo are not permissible under F1 visa regulations.

In addition to being able to find on-campus jobs that are available at the moment, introducing yourself to the staff who work in the offices around campus can be a great way to get to know Menlo College staff members, make a great impression, and perhaps come to mind when those staff members do have an opening, even if they don’t when you first come by their office.

Off Campus

Note: International students on F1 visas can only work on-campus for Menlo College, so this section does not apply to students studying on F1 visas.

Though this is a guide to finding a job on Menlo’s campus, there are only so many jobs to go around, and they tend to fill very quickly. As such, if you’re looking for work during your studies, we encourage you to consider working off-campus if you’re not able to find anything on-campus.

There are a lot of part-time jobs available within an easy commute (even walking!) from campus. You can narrow down the opportunities available in Handshake using the filters available (including distance from Atherton) to those that best fit your preferences, then apply with Handshake. For off-campus jobs, you can also use a variety of other resources in addition to Handshake to help you find opportunities - there is a list that captures many of these resources available in Handshake at the link below:

Job Search Resources: https://menlo.joinhandshake.com/articles/5840

In addition to Handshake, you might also check out the posting board in the entryway to our office suite in 152 Administration or the public posting board (location noted on the campus map on the reverse side of this document) - employers sometimes post things there without our knowing, so checking will be the only way to catch those opportunities.
The public posting board is located here, between the Sports Pavilion and the Gym.

Handshake allows you to save your search AND set an alert so you can get an email anytime new on-campus jobs are posted without needing to keep checking Handshake.

Use the filters here to narrow down the jobs you're seeing to just those of the Job Type "On-Campus".