



### Wartburg College's Online Job Board

1. Access the Handshake Resource website:  
<https://www.wartburg.edu/handshake>
2. Select **"Student Login."**
3. Enter your **Wartburg login credentials** (username/password).
4. When logged into Handshake, select the **"Jobs" tab** at the top of the screen.
5. Select the **"On-Campus" bubble** in the middle of the page to view just on-campus jobs. (Part-time and full-time off-campus jobs and internships are also posted on Handshake.)
6. All available on-campus jobs will be listed in the **scroll bar on the left side of the screen**. To view more information about a specific position, **click on the title of the position**. The ad will then display on the right side of the screen.
7. Click **"Apply Externally"** on the job posting and follow the instructions to apply for a position. Most on-campus positions do not require a resume unless otherwise noted.
8. IMPORTANT: Upon submitting the "Student Employment Application," **the application will be sent to your email address** that you provided on the application itself. Upon receiving an emailed version of the application, **you will need to forward your application on to the supervisor(s) of the position(s) in which you are applying.** Their contact information will be listed on each job posting.  
If you have not received a response back from a supervisor of a position you applied for within one week, please try to contact the supervisor directly either via email or phone. You may also contact [studentemployment@wartburg.edu](mailto:studentemployment@wartburg.edu)



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