Student Hiring Process
(Student Perspective, FWS & NON FWS)

*Students will be messaged by a Career Development staff member if their resume is not approved. An approved resume is required to apply to on campus jobs.

**Instructions on how to obtain a Social Security Number will be provided to students at Onboarding. International students must obtain work authorization from the Office of International Programs, prior to working at for each semester they are employed.

- New RU students should be contacted by the Office of Career Development near the start of their first semester with login information for their RU Handshake account.
- Jobs at the university’s Cafeteria, Bookstore, and Auditorium Theater are not considered a part of the Student Employment Program, but rather external contract positions with a separate hiring process.
- The RU Student Employment Program is managed by the Office of Career Development, contact us at studentjobs@roosevelt.edu