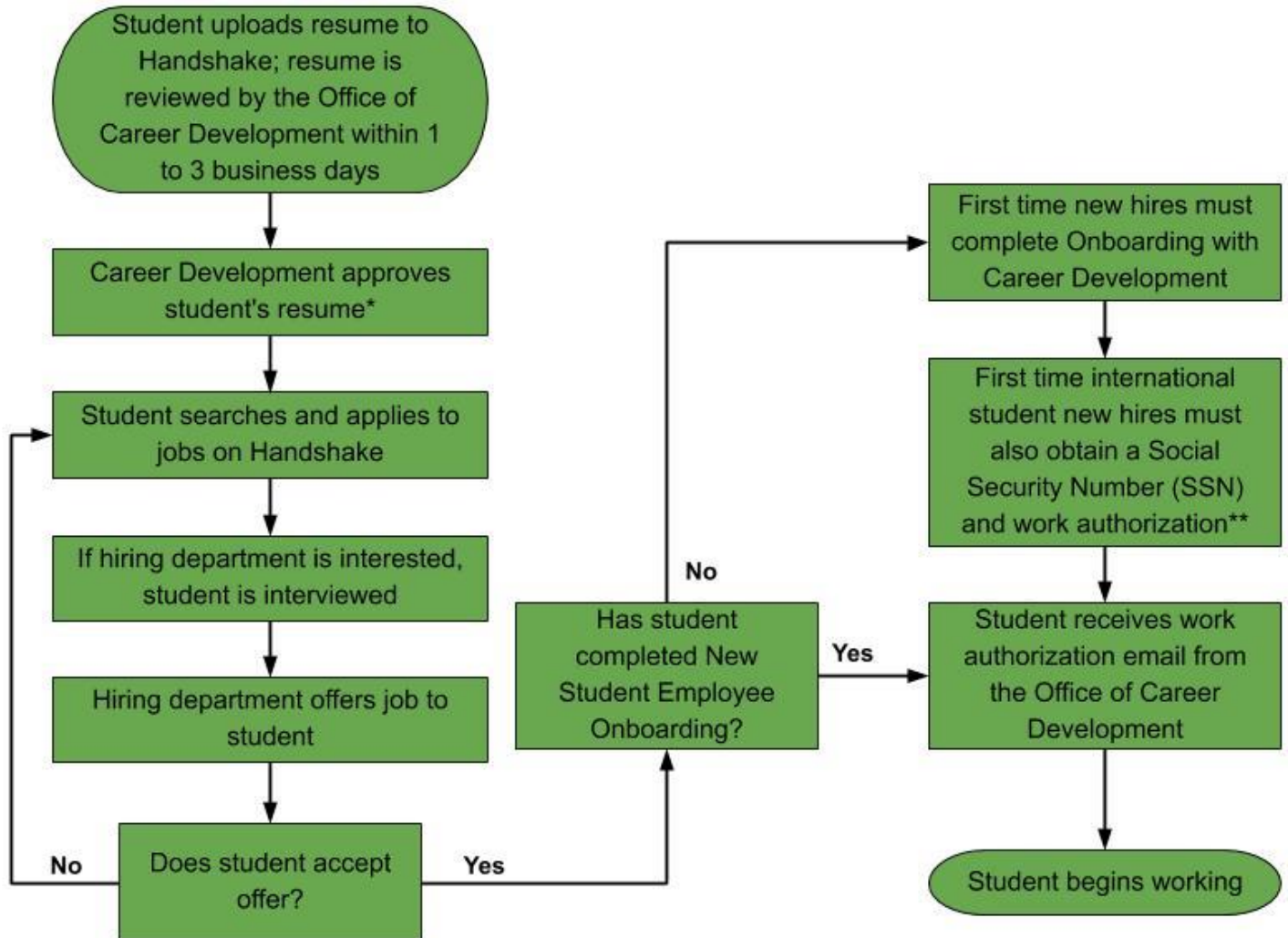




ROOSEVELT  
UNIVERSITY

## 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](mailto:studentjobs@roosevelt.edu)