

# STUDENT EMPLOYMENT

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[www.creighton.edu/studentemployment](https://www.creighton.edu/studentemployment) (<https://www.creighton.edu/studentemployment/>)

Jobs4Jays, powered by Handshake, is the online career management system for Creighton University students, alumni and employers.

Departments and offices on campus hire students each year in such areas as academic and administrative offices, campus recreation, campus libraries, the annual Phone-a-thon, Admissions, the Skutt and Harper Centers and SOEXHO dining services. Current on campus listings as well as all off-campus jobs, internships and full-time jobs can be viewed at Jobs4Jays (<https://www.creighton.edu/careercenter/jobs4jays/>).

At the time of hire, all U.S. students employed on campus must complete the Federal I-9 Employment Eligibility Form. Be prepared to show a valid ID and a document that proves your eligibility to work in the United States. The most commonly acceptable documentation is an original Social Security card or Birth Certificate or U.S. Passport. International students must show U.S Visa with I-94 and I-20.