

EMPLOYMENT

Student Employment Services

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 SODEXHO 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.

Employment and Internships

The Career Center maintains contacts for internships, part-time and full-time jobs in the Omaha metropolitan area, as well as opportunities nationwide. Students may use this office to secure jobs through the use of Jobs4Jays. A complete job search and resume service is available to all students upon request. Alumni are entitled to the same services as currently enrolled students. The Career Center is located in the Harper Center, Suite 2015.

Career Fair

Each fall the School of Pharmacy and Health Professions hosts a Career Fair to which current students and alumni from the Occupational Therapy, Pharmacy, Physical Therapy and Nursing programs are invited. The Career Fair offers an opportunity to network with employers, volunteer agencies and graduate and professional schools which help students and alumni explore possible or new career paths for the future. Details about the Career Fair are continually updated on the website of the Office of Academic and Student Affairs.