

Mobile apps to help you thrive as a Knight!



Check out the handout in your bag for more about apps used by MU students every day

- Handshake = Jobs
- Suitable = Engagement
- Duo = Login Authentication
- Campus Shield = Safety

MARIAN UNIVERSITY®

Preparing transformative
leaders for service to the world.

Work on Campus

marian.edu |    

Meet your Presenters

Briannah Bieghler, '17



Jenny Morris, M.S.Ed '05



On-Campus Employment Checklist

- Create your Handshake Account
- Upload your resume
- Search for On-Campus Jobs
- Interviewing and Hiring Process

Create your Handshake Account

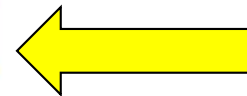
Marian.joinhandshake.com

No account? [Sign up here.](#)



Marian University-Indianapolis

Marian University Login >



You can also [sign in with your email address.](#)
(Please use your .edu address, if applicable.)

Personalize Profile

1.

Your profile is 100% complete

Skills

- Career development ✕
- Career Exploration ✕
- Customer Service ✕ Editing ✕
- Etiquette ✕ Instructor ✕
- Learning objectives ✕
- Marketing ✕ Media relations ✕
- Networking ✕
- Process development ✕
- Public relations ✕ Writing ✕

Add more skills **Add**

2.

Your Interests
Only visible to employers

JOB HUNT

- Not looking for a job, but open to opportunities

JOB INTERESTS

Full-Time Job

CITIES

Indianapolis, Indiana, United States · Indianapolis, Indiana, United States

ROLES

[What roles interest you?](#)

INDUSTRIES

Higher Education · Non-Profit · Other · Other Education

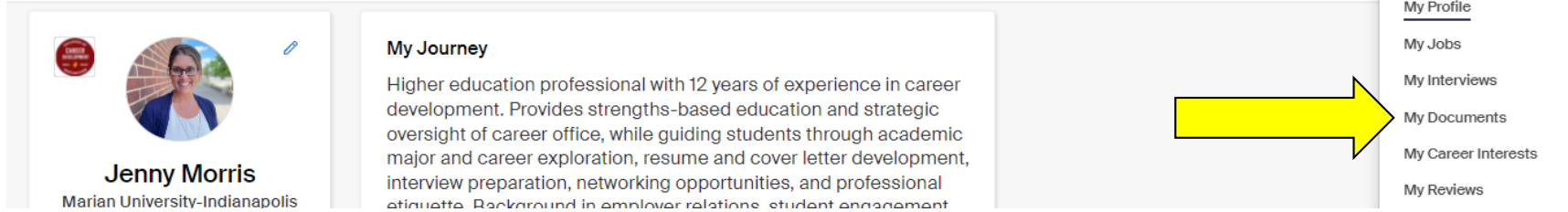
Work & Volunteer Experience


- Marian University**
Executive Director, The Exchange
May 2019 - Present (2 years, 9 months) | Indianapolis, IN
- Marian University**
Director of Career Development
Jan 2014 - Apr 2019 (5 years, 4 months) | Indianapolis, IN
 - Oversee program coordinator, data specialist and graduate assistant in their efforts to develop on-campus programming and data integration and management. Collaborate to determine internal goals, assessment methods, and efforts to utilize technology interfaces to maximize efficiency and effectiveness.
 - Present to dozens of groups from freshmen orientation to senior seminars over early and successful career exploration and preparation, skill sets desired by employers, LinkedIn utilization, and the necessity of experiential learning.
 - Developed student learning objectives for career events and created numerous online resources.



Upload your Resume

1.



Messages Career Center 

Jenny Morris
Marian University-Indianapolis

My Journey
Higher education professional with 12 years of experience in career development. Provides strengths-based education and strategic oversight of career office, while guiding students through academic major and career exploration, resume and cover letter development, interview preparation, networking opportunities, and professional etiquette. Background in employer relations, student engagement

[My Profile](#)
[My Jobs](#)
[My Interviews](#)
[My Documents](#)
[My Career Interests](#)
[My Reviews](#)

2.

Documents

Add more resumes, cover letters, or transcripts [Add New Document](#)

Resumes

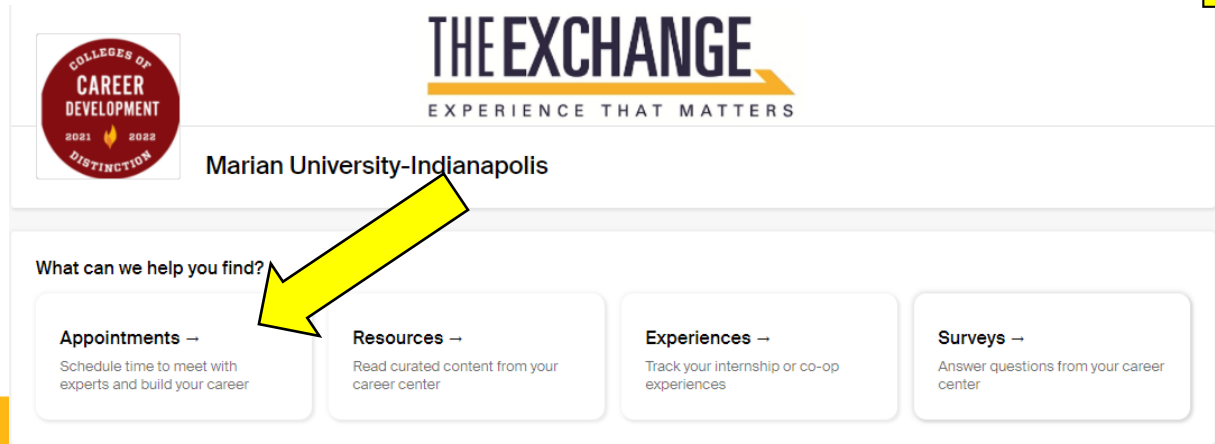
Name	On Profile	Date Added	Status
The Exchange Resume IMA KNIGHT 082718.pdf	<input type="radio"/> Visible	August 29th 2018	Approved
Strengths Resume	<input type="radio"/> Visible	February 7th 2019	Approved

OR Schedule an Appointment

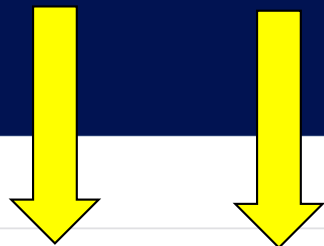
1.



2.



Search for On-Campus Jobs



Search



My interests



Location

On-site/remote

Full-time job

Internship

Part-time

All filters - 2

46 jobs found

Relevance

Employee-Fall 23

Marian University
On-site · Indianapolis, IN

Part-time · On-campus

Student Fitness Center Supervisor-Fall 2023

Marian University
On-site · Indianapolis, IN

Part-Time · On Campus Student Employment

Mailroom Student Employee- Fall 23



Marian University
On-site · Indianapolis, IN

About the role

Favorite Jobs of Interest

Dining Services- Student Marketing Coordinator



Aramark Dining Services at Marian University Indianapolis
On-site · Indianapolis, IN

About the role

Application deadline

August 1, 2023 12:00 AM

Posted date

July 11, 2022

Estimated salary

\$12.00 Per hour

Location type

On-site



Apply

Interviewing and Hiring Process

- Interviewing process looks different for every job/department
- Feel free to utilize our office for assistance preparing for your in person or virtual interviews



Hiring Process

- New Hire Packet Breakdown- DIGITAL!
 - Marian Employment Documents
 - Government Employment Documents
 - Instructions how to complete above documents

Government Employment Documents

- W-4
 - Used to determine correct **federal** income tax withholding
- IN WH-4
 - Used to determine correct **state** income tax withholding
- I-9 Form
 - Used to verify identity and employment authorization

ANY QUESTIONS?