



• Office of Student Financial Services • 73 Tremont Street • Boston, MA 02108
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Want to be a Suffolk University Student Employee?

Here's how to get started:

✔ Step 1: Find a Job (Student workers returning to same job, skip to Step 2)

Start by logging into [Handshake](#) using your Suffolk credentials.

- Click the “**Jobs**” tab on the left side of the dashboard. Select “**Filters,**” and then click the “**Work Study**” filter to view jobs.
- Browse the listings and hit “**Apply**” when you find a position that interests you.
- You’ll be asked to upload either:
 - A doc with your **name, Suffolk email, and UID, OR**
 - A **resume**
- The hiring manager will reach out via your **Suffolk email**, so check your inbox!
- You can also email the manager directly, contact information will be provided in the job description.

✔ Step 2: You have a Job? Additional Paperwork is Needed

Log into **Workday**

- You’ll see a **2025–26 Work Study or Student Employment Authorization form** awaiting your action in your **Inbox (My Tasks)**.
- You’ll need your manager’s **name + email** to start the form.
- Fill out your part and submit, and it will route to your manager’s email to complete their section.
- Once your manager completes their section, **Student Financial Services (SFS)** will receive the form.
- You’ll get an email with your **official hire information** and **fall start date** once SFS completes the hire process in Workday.

✔ Step 3: One Last Thing Before You Start Work

If you’re a **first-time student worker**, there are a few extra tasks to complete *after* you’ve been hired, but before you being working!

- These will be assigned to you in **Workday** as new tasks.
- One of them is the **I-9 form** — this is required BEFORE you begin working!
 - You’ll need to bring **original ID documents** (not copies!) in person to the **Ram Center** located at 73 Tremont Street, 6th floor.

Check the [list of acceptable documents](#) and make sure to bring them with you to campus.



Questions? Contact Office of Student Financial Services at studentemployment@suffolk.edu.