SUFFOLK UNIVERSITY
BOSTON

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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 **2026–27 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.