How to Search for On-Campus Student Employment Jobs with Wright State University Career Center in Handshake

Step by step instructions
Go to www.wright.edu/career-center

Select Login Career Center in Handshake Then Students.
Select Log in to Handshake with Campus Username.
Select Log in with Wright State Campus Username.
Enter Your Campus Username.

Enter Your Password.
Welcome to Handshake, First Name.

Your tasks for today
Complete the First Destination Survey for your school
Take Survey

New Jobs Recommended for You

- **Intervention Specialist**
  Bedford City Schools
  Bedford, OH
  Full-Time Job
  Apply before 7/10

- **Pathway to Leadership**
  Modern Woodmen of America
  Dayton, OH
  Full-Time Job
  Apply before 9/27

- **Senior Operations Analyst**
  Cleveland Clinic
  Cleveland, OH
  Full-Time Job
  Apply before 8/1

- **Content Marketing Intern**
  Reynolds and Reynolds
  Dayton, OH
  Full-Time Internship
  Apply before 5/24

See More
Select On-Campus.
If you have Work Study, enter Work Study in the search box. If you want to view all the jobs, leave this blank.
Jobs listed match your search criteria.
Select Job Title for more information and application instructions.
Leadership Studies - Clerical Assistant II
Wright State University On-Campus Student Employment

Applications close on May 31st, 2019 at 12:00 am

Job Description:
Seeking 2 undergraduate student employees to assist department administrative specialist with basic tasks: answer phones, greet students and visitors, answer questions or forward calls to appropriate departments, file, make copies, run errands. Must be willing to work all day on Friday if needed (class schedule permitting) and during the summer semester is preferred.

Application Instructions:
Please apply in Handshake and then send application, resume, and Work-Study award notice (if applicable) to lena.friend@wright.edu.
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Employer Preferences
You match all of Wright State University On-Campus Student Employment's preferences
- Majors
- GPA
- School Year
Select My Favorite Jobs to Retrieve list.
ALWAYS Sign Out when exiting Handshake. Although you select “Sign out” in your Handshake account, it will remain open as long as you have any other Campus Username and Password authenticated applications or accounts open. Sign out of all authenticated accounts and then close your browser window(s) to fully exit.