



BAYLOR
UNIVERSITY

CAREER & PROFESSIONAL DEVELOPMENT

Baylor University
Office of Student Employment

Student Employment Job Board Hosted by JobX Quick Start Guide

1. Login through [Handshake](#), either through the Student Employment or Career and Professional Development websites.
2. Click on “Student Jobs” to access student jobs and resources.
3. Important Links
 - a. **Find a Job** – Use a variety of different tools to view job listings.
 - b. **Manage JobMail** – Sign up to receive a systematic email when a new job is posted that matches your chosen criteria.
 - c. **Required Forms** – Access important forms that are required before starting a new job.
 - d. **Contact Us** – Submit questions and comments to the Office of Student Employment online through this link.
4. Apply for a Job
 - a. Click **Find a Job**
 - b. At the bottom of the Quick Search Page, click the link that is most applicable or the Show All Active Jobs to see posted jobs.
 - c. Click on the job, agree to the disclaimers, and then the link “Click here to apply for this job” under the job title of the posting.
 - d. Complete the application and questions, noting that any item with * is required.
 - e. Click Submit to automatically email your information to the department.
5. Congratulations! You have completed the job application process.

Please contact the Office of Student Employment for questions.
Phone: 710-4100 or student_employment@baylor.edu