LOOKING FOR A PART-TIME JOB?

ONLINE JOB SEARCH

HireMizzouTigers.com, powered by Handshake
- Go to the employment site www.HireMizzouTigers.com to complete your profile, upload a résumé for approval, and then apply for positions.
- When searching jobs, filter on: Part-Time Job and/or On-Campus, and location of Columbia, Missouri for full list.
- If you prefer to add Job Function to your filter, be sure to include “Other” in this field in addition to your preferred categories.
- This site includes internships, part-time/full-time jobs, career events and fairs, on-campus interviews, and resources.

Other Job Search Resources
- Go to the MU Career Center website at http://career.missouri.edu, click on the Resources tab, and filter on Part-Time Jobs. Here you will find links to websites and resources centered around your part-time job search.
- For part-time jobs with University of Missouri Health Care, please check out their site at: https://www.muhealth.org/jobseeker

DIRECT CONTACT

Overview: Talk directly to potential employers about your interest. There does not have to be a job posted for you to inquire!

Campus Departments: There are hundreds of MU departments in academics, student services, and general operations that hire students. If there is a particular department for which you would like work, we encourage you to contact the office directly. You may also speak with professors about possible research opportunities or referrals. Go to www.HireMizzouTigers.com and on On-Campus Employment for more information.

The District: Look for openings at stores, restaurants and other venues in downtown Columbia, which is within walking distance of campus. Go to http://www.discoverthedistrict.com

Shopping Areas: Opportunities may be available in one of the many stores in the Columbia Mall and other retail outlets in the area. Go to http://visitcolumbiamall.com or http://www.visitcolumbiamo.com/section/shop/ for ideas.

Columbia Community: Be proactive in contacting businesses and organizations in Columbia. For lists of potential employers, visit such as the Columbia Chamber of Commerce or VisitColumbiaMo.com.

ABOUT HireMizzouTIGERS.COM, POWERED BY HANDSHAKE

HireMizzouTigers.com, powered by Handshake, is Mizzou’s employment site where all employers go to recruit students and alums. Why join?
- Thousands of employers are connected to Mizzou on Handshake, promoting internships, part-time jobs and full-time jobs.
- The interface is modern, mobile-friendly and is a fusion of Pinterest, Facebook and LinkedIn.
- Handshake recommends potential events, jobs and employers based on your career interests, search history and connections.
- Students can find and RSVP for career events, sign up for interviews, and manage all their job activity and documents.
- The site helps you build out a rich profile to help stand out to employers.

STEPS FOR GETTING THE MOST OUT OF HANDSHAKE

Login
- Go to www.HireMizzouTigers.com and click the Students button. Enter your PawPrint and Password and click Login.

Complete Career Interests
- During initial registration, Handshake will walk you through 6 sections.

Upload Your Documents
- Click your Name (upper right) and then Documents. Click Select from Computer, add a Name, Type and click Add Document.
- Your initial résumé is reviewed by staff member within 3-5 business days. Once approved, all other documents are approved.

Fill Out Your Profile
- Get your profile started by clicking on the Build Profile from Résumé button to auto populate several sections.
- You may also enter data in the Education, Short Bio, Work Experience, Courses, Projects, and Organizations/Extracurriculars sections.
- Once completed, click on Make Profile Public so it is visible to employers.

Search For and Apply To Jobs and Internships
- Click on Jobs and use filters to find relevant vacancies. Common filters include: Job Type, Employment Type, Category, Job Function, Employer Industry and School Year.
- Click the Apply Now button to select the document(s) you want to submit. Note: You can apply for jobs that you are not fully qualified for but the employer may decide not to review your application.
- Carefully follow other links or application instructions included on the job profile.