

CAREER CENTER SERVICES



INDIVIDUAL MEETINGS: Set career goals, select a major, learn about Fortune 500 businesses, non-profit organizations and government agencies, & more both in person and virtual.

- **Career Readiness:** Employers and graduate schools want to hire college students who can articulate certain skills and strengths. Visit the career center to discuss how to leverage your experiences and be a competitive candidate.
- **Resume & Cover Letter Reviews:** Stop by during drop in hours or schedule an appointment to have your resume or cover letter reviewed by a counselor.
- **Jobs & Internships/Co-Ops:** Meet with a counselor to learn more about opportunities to gain valuable practical experience related to your major and career goals. Learn what platforms to search on for opportunities and how to network using LinkedIn.
- **On Campus Student Employment:** Learn more about where to apply for on campus work listed on Handshake, whether it is Federal Work Study (if eligible) or Budget (department based).

RESOURCES

Handshake

Search for the perfect job, internship, or Co-Op; post your resume and get it reviewed by the career center; register for on campus/off campus or virtual events, & more!

Register for Handshake ASAP to utilize all that it has to offer as early as your first semester of Freshman year!

Use the link below or download the Handshake App today!



<https://app.joinhandshake.com/login>



Need professional clothing? Stop by the Career Closet for free donated clothing items!

Flip Over To The Back For More Career Center Info!

CAREER CENTER INFORMATION

OFFICE HOURS:

Mon. – Fri.
8:30am – 4:30pm

LOCATION:

Founders' Hall
Room 128

DROP-IN HOURS:

11:00 AM - 1:00PM
(10 min. sessions)

CONTACT INFO:

215-951-1075
careers@lasalle.edu



SOCIAL MEDIA



@lasalleu_careers



@LaSalleUniversityCareerCenter

WEBSITE

CAREER CENTER RESOURCES:

www.lasalle.edu

- > Academics
- > Career Services & Outcomes
- > Career Center
- > Students

<https://www.lasalle.edu/career-center/>



RESOURCES



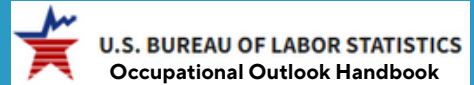
Learn more about yourself and what skills you have that can be applied to different majors & career paths beyond La Salle!



Learn more about the variety of options available to students within various majors and find information on the types of employers who hire students within each career field.



Search through detailed descriptions of the world of work for and used by job seekers, workforce development, HR professionals, students, researchers, & more.



Find career information duties, education and training, pay, and outlook for hundreds of occupations.



Enhance your interviewing skills by practicing virtually before the big day while receiving feedback, tips, & tricks!

S.C.O.P.E

Student Career Occupation Preparation Experience (Work On Campus)



Questions about Work Study & Work On Campus?

Email
scope@lasalle.edu

SCOPE: The Student Career Occupation Preparation Experience is also known as La Salle University's Work On Campus Program. In this program students will learn to build their social and professional network, add to their resume, develop communication and other skills, as well as earn extra funds. If you have the opportunity to work on campus, be sure to familiarize yourself with the program information and refer any questions or concerns to the departments below.

- For information about your FASFA & your eligibility contact the Financial Aid Office.
- For information on what campus jobs are available & how to apply contact the Career Center.

Financial Aid Office

- **Office Information**
 - Email: finserv@lasalle.edu
 - Phone: 215-951-1070

Student Employment Program Director

- **Julia Kane (Career Counselor | Career Readiness)**
 - Email: kanejs@lasalle.edu
 - Phone: 215-951-5172

Flip Over To The Back For More Work Study Info!

RESOURCES

FINANCIAL AID

FINANCIAL AID WEBSITE

www.lasalle.edu
> Admissions & Aid
> Financial Aid



[https://www.lasalle.edu/
financialaid/](https://www.lasalle.edu/financialaid/)

Departments That Typically Hire

Academic Achievement Center,
Admissions, Advancement,
Alumni Relations, Art Museum,
Athletics, Career Center,
Facilities, Financial Aid, Human
Resources, Multicultural &
International Center, ISSS, IT
Center, Registrar, Student Affairs,
Wellness Center & **more!**

CAREER CENTER

CAREER CENTER WEBSITE:

www.lasalle.edu
> Academics
> Career Services & Outcomes
> Career Center > Students
> Work On-Campus



[https://www.lasalle.edu/career-
center/information-for-
students/work-on-campus/](https://www.lasalle.edu/career-center/information-for-students/work-on-campus/)

WORK ON CAMPUS

Federal Work Study

- Federal Work-Study (FWS) is a need-based employment program administered by the University. Priority is given to full-time students who fill out the FAFSA on time.
- Students must submit a FAFSA and demonstrate financial need to qualify for federal work-study. Federal work-study is awarded based on the information provided on a student's FAFSA. Because federal work-study is a need-based award, not every student qualifies. Students must also complete all outstanding requirements with the Financial Aid Office before they can receive federal work-study. Because the university receives a limited amount of federal work-study funds each year, students who submit their paperwork late will be put on our work-study waitlist. This is done in an effort to ensure that we do not overspend our work-study funds or spent our allocation too quickly.
 - Link to complete the FAFSA
<https://studentaid.gov/h/apply-for-aid/fafsa>

Budget

- A budget job allows a student to work on campus and be paid through a department's budget. Eligibility for a need-based Federal Work-Study is not required in order to apply for a budget position. The ability to have a budget position is dependent upon each department's individual budget. Most of the time, student worker salary funds are a part of the department's budget.

Check to see if you have Federal Work-Study Money:

- Access your mylasalle portal (my.lasalle.edu/)
- Type "BR. LUWIS" in the search bar at the top
- Select the "Financial Aid" tab, taking you to the "Financial Aid Dashboard"
- Click on "Offer"
- Scroll down to the "Options to Pay Net Cost" section
- If you have been awarded Work-Study, the award amount should be listed under "Work"
- Below that "Federal Work Study" will be listed with "Offered" in Blue.
- If you have been awarded Work-Study you can apply to all jobs that have "FWS" in the name
- If you do NOT have work-study you are able to contact Financial Aid to be placed on a waiting list, or to pursue Budget within Handshake!

RESOURCES

HANDSHAKE

Once you have determined your eligibility, you can search for positions on Handshake: **Access Handshake via the Portal.** Once you are in Handshake click **"Jobs"** on the home page and filter through jobs by clicking the **"All Filters"**, then the **"On-campus"** buttons to see all open positions. You can type **FWS** or **Budget** in based on which you are eligible for.



<https://lasalle.joinhandshake.com/edu/postings>

CANVAS COURSE

Enroll in the Student Worker Training Canvas Course! Once you have been offered a work on campus position, whether it is FWS or Budget, each student worker will need to complete the canvas course training. In the Canvas Course you will learn everything you need to know about working on campus and what is expected of you.



<https://lasalle.instructure.com/enroll/RWG3WK>