Student Employment: Finding a Job on Campus

1. View available positions
   - All open positions are posted on KatieClick, the online job source for both student employment and off campus jobs/internships at St. Kate’s. KatieClick can be reached via KateWay, the Student Employment website, or directly at: http://minerva.stkate.edu/hr.nsf/pages/studentemployment
   - Enter your username (your SCU email address) and password (your student ID #).
   - Under “One-Click Searches” click on “Student Employment – Minneapolis campus” or “Student Employment - St. Paul campus” to search for jobs on each campus.
   - Click on the job title to view a full job description.
   - KatieClick is updated every weekday. You can sort by date to see which job postings are new.

2. Upload a resume
   - All student employment positions require a resume as the application. Click on “Upload a document” from the drop-down menu under “Documents” in KatieClick. You can upload multiple documents in each category: resume, cover letter, writing sample, or other.
   - Upload an updated resume.

3. Apply for positions
   - Follow the instructions or link at the bottom of the job description to apply. Most positions have an online application and some require a cover letter or schedule.
   - Apply to more than a couple of departments. Jobs are competitive and it is important for you to be proactive in your job search. Some departments have as many as 20 applicants for one position.
   - Proofread all application materials before submitting.

4. Follow Up
   - After you have applied to a position, follow up with the supervisor within one to two weeks to check the status of your application and request an interview.
   - You can track your application status for all jobs under the “Applications” menu in KatieClick.

5. Interview
   - Supervisors will contact you if they would like to conduct an interview. Most supervisors prefer to do interviews in person.

6. Accept Job
   - Notify the supervisor that you will accept the job.
   - Complete a certification form from your new supervisor as well as paperwork in Human Resources in order to begin employment.

Contact the Student Employment Coordinator with questions about KatieClick: katieclick@stkate.edu