

Getting a Job On-Campus

As a student, you can access Handshake for part-time jobs on and off campus with local employers, as well as internship opportunities.

Here are the links to these part-time job opportunities:

[Handshake On-Campus Job Opportunities](#)

[Handshake Off-Campus Job Opportunities](#)

You must have your resume and cover letter reviewed and approved by your school's Career Services Office. For details, visit these sites:

[Seaver College Career Center](#)

[Graduate School of Education and Psychology](#)

[School of Public Policy](#)

[Caruso School of Law](#)

[Graziadio Business School](#)

[Handshake Info](#)

Students can also apply to positions offered by our on-campus partners:

[Bon Appétit Management Company & Starbucks](#)

[Pepperdine Book Store](#)

(Note: if you plan on working for Bon Appetit and/or the Book Store, please contact these places directly; they are not affiliated with the Office of Student Employment.)

We wish you the best in your job search endeavors. Please let us know how we can be of assistance.

Email: student.employment@pepperdine.edu

Phone: 310.506.4177

Job Search Tips for Success:

1. Prepare a resume and cover letter.
2. Login to the [Handshake](#) website.
3. Upload your completed resume to the *Handshake* website.
4. Search and apply for jobs.
5. Review listings daily and respond quickly to positions that you are interested in.
6. Prepare for your interview; you may also connect with your Career Center for assistance
 - [Career Center Interview Tips](#)
7. Please follow up with your supervisor if you haven't received a response regarding your job applications.
8. Be sure to send a thank you email after your interview.