

## Student Guide to Accessing On-Campus Work-study Jobs on Purple Briefcase

On and off-campus jobs, internships and volunteer opportunities are posted on Marian's Purple Briefcase, our online job/internship board. If you are not already registered on Purple Briefcase, simply follow the directions below and begin your search. Remember to check Marian's Purple Briefcase frequently, as new opportunities become available throughout the semester.

### STEP 1: For Students Accessing Purple Briefcase For The First Time:

#### To Create a New User Account:

To access Purple Briefcase for the first time to create an account, under **New User**, click on **New Student**, and log in using your Marian email address and your Marian network password.

### Step 2: Search for On-Campus Work-study Jobs, Off-Campus Jobs, Internships, and Volunteer Opportunities

- Click on **My Jobs** or **My Internships** in the left-side navigation bar.
  - To search for on-campus **Marian University Work-study** jobs, go to **My Jobs**, click on **Advanced Search** at the top of the page, under **Job Type** select **Work-study** from the drop down menu, under **College Of** select **Marian University** from the drop down box, then click on the **Search** button. You will see available Marian University Work-study (on-campus) student jobs.
- Your search results are listed in order of when they were posted, with the most recent listed first.
- Click on a **Job** tile to view the **job description** to learn more or the **Apply** to apply for the position.
- Each posting will list directions on how to apply for the position.
- You can save a posting by clicking the **Save the Job Star** tile.

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### To Be More Intentional As You Create or Update Your Profile For Off Campus:

- Click on the **My Profile** icon on the left-side navigation bar. Click on each tile (boxes) and select from the drop down menu in each tile of what you want to include in each box. For example, your degree, major, GPA, certification, campus club, and so on. Complete all tiles and upload a professional photo of yourself.
- Select **About Me** (gray box on bottom) to edit your name, contact information, major, student status and expected graduation date.
- Select **Settings** (gray box) and change **show/hide public profile** to **visible** to enable employers to view your information.