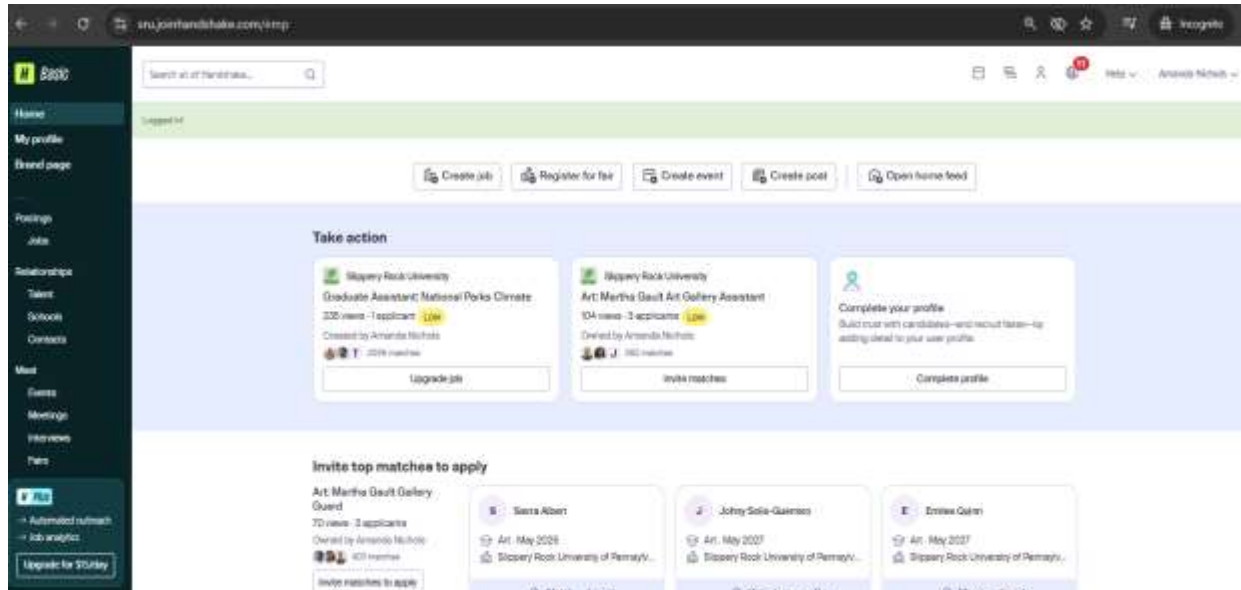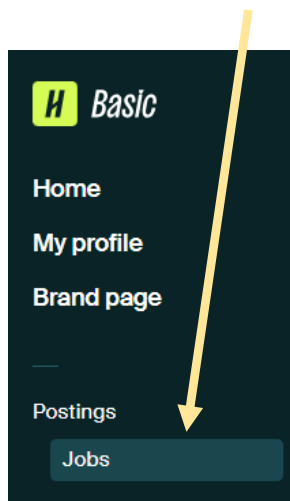# How to Post a Campus Job in Handshake

1.) First create an employer account, if you do not already have one. Instructions on how to create an employer account can be found [here](#).

2.) Once inside Handshake, on the employer side, your screen should appear similar to below

3.) To post a job, click "Jobs" from the left toolbar

- then click "Create Job" on the right side of the screen. This will take you to the job creation template.

4.) Basic Information: Start by creating a job description, examples of job descriptions can be found [here](). Job descriptions need to include the following (semester of hire, supervisors contact, number of expected hours per week, pay rate, description of work duties, required qualifications and preferred qualifications. Once you complete the job description, click "Continue".

5.) Position Details: Create a Title for the position, and select "On Campus Student Employment". DO NOT click "Work-Study program", this will limit your posting template and not allow you to link to Slippery Rock University. All student positions at SRU are work-study, so this DOES NOT need selected. Then click "Continue".

Position details

Job title

Student Office Assistant

Tips for good job titles:

✓ Spell out words instead of using abbreviations ("Senior" instead of "Sr").
✓ Avoid using all caps.
✓ Avoid numbers or special characters.
✓ Keep it concise at 2–5 words.

Position type

○ Job

○ Internship

● On Campus Student Employment

○ Other

☐ ~~Work-Study program~~

Back   Continue

6.) Location Requirements: choose "onsite: and then start entering "Slippery Rock" under "Onsite Location" and choose it from the drop down. Then click "Continue".

Location requirements

Where should candidates expect to work?

Onsite	Remote	Hybrid
Employee works in person from a specific location.	Employee works from home.	Employee works a combination of onsite and remote.

Onsite location

Add the city and state where the job is located. If you're hiring in multiple cities, include them all.

Slippery Rock, Pennsylvania, United States ✕

☐ Job is located at residential address

Back   Continue

7.) **Time Requirements:** Select "Part-Time" and then under "Hours" add how many hours per week the student can expect to receive. Then click "Temporary or seasonal" and enter dates of employment. Student employment is ALWAYS temporary, please do not select permanent even if you plan to keep the student employed throughout their years at SRU.

Time requirements

How much should candidates expect to work?

Full time	Part time
30 hours per week or more	Less than 30 hours per week

Hours (optional)

10	hours per	week ⌄

Employment duration

◯ Permanent

🔘 Temporary or seasonal

Estimated start date

09/30/2024

Estimated end date

05/02/2025

Back   Continue

8.) Compensation and Benefits: Under "expected pay" select "exact amount" and enter the rate of pay per hour which must be between $8.50-11.00 (unless another amount is written into a grant, then use the approved grant amount). DO NOT add any additional benefits and click "Continue".

9.) **Categorize Your Job:** Use the search field to look up job role groups that align with the position you are posting. These are VERY broad, and you need between 1 and 3 to move forward with the job advertisement. Once you have selected at least 1, click "Continue".

Categorize your job

Tell us the type of job you're hiring for by adding job role groups.

Job role groups

Search by job role or job role group. Add up to 3 groups. Learn more or request a new job role group.

| e.g., Accountants, Electricians, Marketing Managers | 🔍 |

Accountants and Auditors ✕   Customer Service Representatives ✕

Back   Continue

10.) **Candidate Qualifications:** This page is mostly preference, you can add 7 skills you are looking for, what school year, majors, GPA and more. The only question that must be chosen on this screen is "Work Authorization" and you must choose "This job requires US work authorization". Once you are done selecting qualification preferences, click "continue".

Work authorization   Don't disclose

For best practices, visit the Department of Justice's website and our help article on the impact of work authorization designations across the Handshake network. This section only applies to jobs located in the United States.

⦿ This job requires US work authorization

☐ This job is eligible for US visa sponsorship

☐ This job is open to candidates with Curricular Practical Training (CPT)

☐ This job is open to candidates with Optional Practical Training (OPT)

◯ This job does not require US work authorization

Minimum GPA (optional)

Only include if your job has specific requirements.

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11.) Choose Schools: Slippery Rock University of Pennsylvania will already be chosen. Click "continue".

Choose schools

Where would you like to post your job?

(i) Because this is an on-campus job, it can only be posted to the school for which you are an **on-campus employer**. ✕

Post to specific schools

Search by school name or location 🔍   Lists ⌄

Slippery Rock University of Pennsylvania ✕

Back   Continue

12.) Application Process: Choose the application open and close date (these are the dates that will make the position visible and live to students). Then choose how students should submit their application, most departments on campus will choose "On Handshake". Check additional information you would like the student applicant to turn in, we recommend a resume and "other" asking for an availability schedule. Stay clear of asking for transcripts unless you are posting a Graduate Assistantship.

13.) Your Hiring Team: Company Division should be the name of your department or program, start typing and choose accordingly. If you do not see the name of your department or program, email payroll@sru.edu and ask for it to be added or updated.

Your hiring team

Set up your hiring team to keep everyone informed, and manage how they receive updates.

Company division (optional)

Company divisions are managed by your administrator. Your hiring team can use them to organize and filter jobs.

Payroll and Student Employment   ⊗ Q

o The job owner on the position will be the individual posting the job, you can also add other hiring team members (they will need to already have an employer account in order to be linked to the position).   Check how you and your team member would like to be notified when you have an applicant. then click "Continue".

Job owner

Amanda Nichols   Remove ⊗
Student Employment Manager

Messaging availability
Give candidates the option to message you through the job post. Messages from candidates will not count against your message limit.

☐ Feature Amanda Nichols as available for candidate messages

Email settings

☑ Send summary email once application period closes

☑ Send email when a candidate who meets qualifications applies

☐ Send email when a candidate applies

Hiring team members (optional)   Invite new teammate

kohler   ⊗ Q

Charlotte Kohler   Remove ⊗

☑ Send summary email once application period closes

☐ Send email when a candidate who meets qualifications applies

☐ Send email when a candidate applies

Back   Continue

14.) One Last Check: Review the information that you entered to make sure everything looks correct, then click either "save as draft" if you are not ready to post the position and want to come back to it later or "post job" if you are ready for the position to go live to students. If you "post job" it will be sent in for approval, jobs are approved Monday-Friday at approximately 10am and 3pm.

Save as draft   Post job

One last check

Confirm everything looks good before posting your job to Handshake.

Basic information   ✎ Edit

Job description

Hiring for Fall 2024

Supervisor: Amanda Nichols (amanda.nichols@sru.edu)

Student can expect up to 10 hours per week

Tier 2 Position: $9.50 per hour

The Student Office Assistant Position in Payroll and Student Employment entails