

# Handshake Job Posting Guide

How to Post an On-Campus Student Position



MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

Click **Post a Job** from your home dashboard or click **Jobs** from the left navigation bar to access the Jobs page

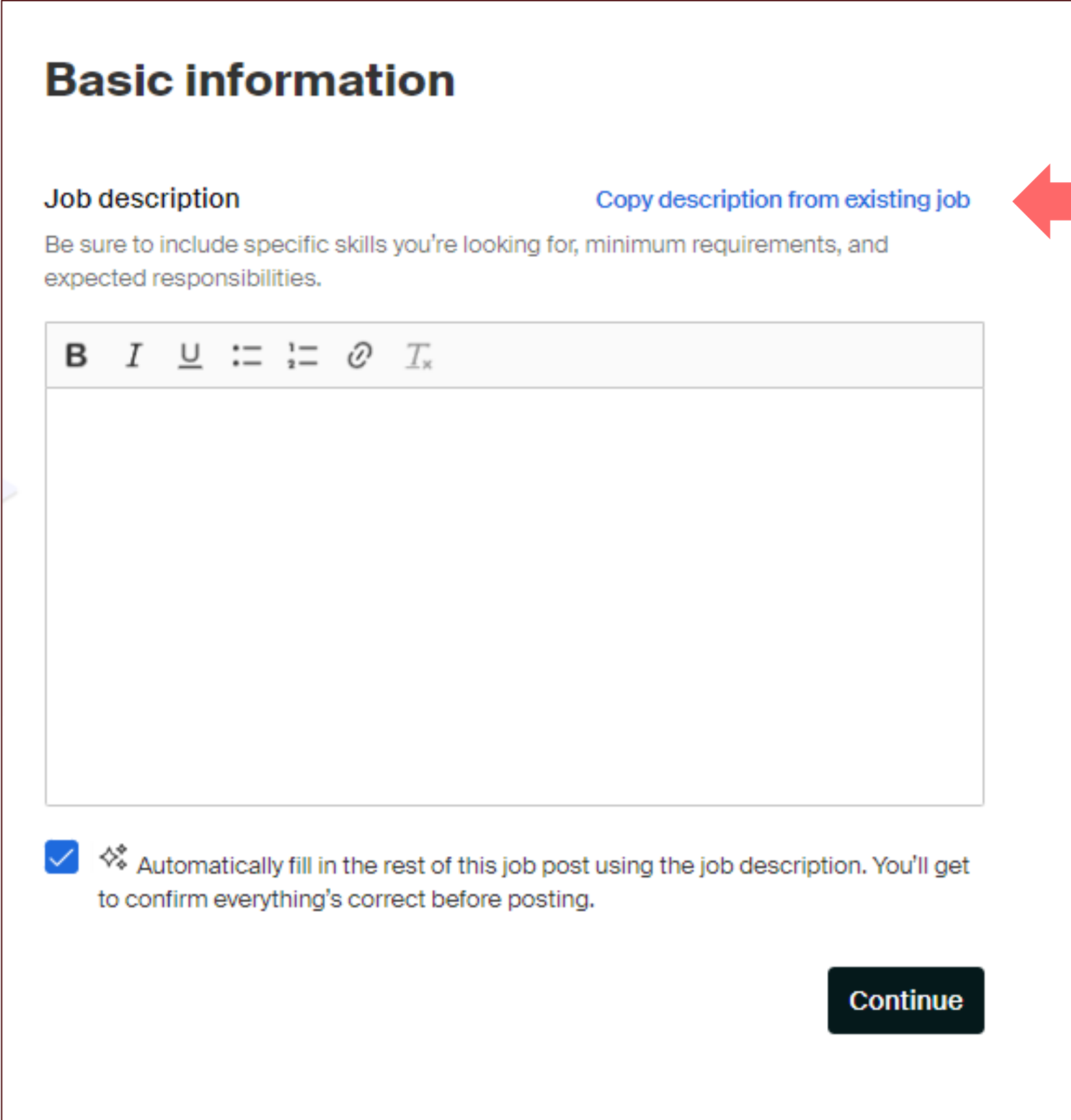
Click the blue button **Create Job** in the upper-right corner of the page

*Handshake Early Talent Awards*      *Congratulations on your win*      Celebrate your accomplishment

Post a Job      Request an Interview      Create an Event

# Areas to Include in Basic Information

- **Direct Supervisor (Required)**
- Department Description
- **Job Summary (Required)**
- **Job Duties (Required)**
- On-Campus Job Location
- Work Schedule
- Qualifications
- **Employee Evaluation Process (Required)**
- **Payrate Determination (Required)**



**Basic information**

**Job description** [Copy description from existing job](#)

Be sure to include specific skills you're looking for, minimum requirements, and expected responsibilities.

**B I U** **☰ ☲** **@** **T\***

**⚙️** Automatically fill in the rest of this job post using the job description. You'll get to confirm everything's correct before posting.

**Continue**

**TIP:** Use this button to copy from previous postings and save time!

# POSITION DETAILS

### Position details

Job title

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

## TIPS

- Add starting semester in the title if posting in advance
- Consider adding work-study in the title to
- Be specific with the title, do not simply put "Student Worker"

If you have a position that you want to recruit both work study and non-work study students, you have 2 options.

**Option #1** - Post 2 separate positions and list one as work-study and one as regular wage/non work-study by answering "no" to the work-study question

**Option # 2** - Post 1 job and **DO NOT** click yes as to the question "Is this a work-study job" - you can specify in the TITLE or DESCRIPTION that you are open to or prefer work-study eligible students,. This option will not limit the posting to be visible to ONLY work study eligible students.

- Suggested title - "OFFICE ASSISTANT | WORK-STUDY WELCOME



**If you want all students to see your job, you must click "NO" to the work-study question.**

# LOCATION & COMPENSATION

## Location requirements

Where should candidates expect to work?

**Onsite**  
Employee works in person from a specific location.

**Remote**  
Employee works from home.

**Hybrid**  
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.

More than 50 locations

Job is located at residential address

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## Compensation and benefits

What should candidates expect to earn?

### Expected pay

[Don't show pay](#)

Jobs located in jurisdictions that require a pay range (including jobs performed remotely from those jurisdictions) must include pay on the job post.

Range	Custom range	Exact amount	Unpaid
Rate	Amount	Currency	
Per hour	14.00	USD	

### Perks (optional)

Learning stipend  Home office stipend  Career development  Gym membership

It is recommended to put the exact hourly amount for student positions.

Perks: Add Career Development as a way to help students recognize this will help them gain skills to become career ready!

# JOB CATEGORY

Most common types for on-campus employment:

- Office and Administrative Support Workers
- Teaching Assistants, Postsecondnly
- Tutors
- Residential Advisors
- Recreation Workers

## 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.](#)

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# TIME REQUIREMENTS

Put the number of hours per week you'd ideally like the student to work (cannot exceed 20)

The start and end date can be

## Time requirements

How much should candidates expect to work?

Full time  
30 hours per week or more

Part time  
Less than 30 hours per week

Hours (optional)

hours per

Employment duration

- Permanent
- Temporary or seasonal

Estimated start date

Estimated end date

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# QUALIFICATIONS

We encourage you to include this information to better match students, however, we suggest you do not include a minimum GPA if it is a preference and not a requirement.

Completing the areas of qualifications including skills and major groups helps to match students to jobs.

**Note:** all these preferences are optional, and none of the preferences you add to this page will block students from applying for your job. Handshake will state which candidates meet all your preferences, and those who do not

### Candidate qualifications

Add your must-have qualifications to refine your candidate matches.

**What you're looking for**  
Add up to 7 skills. We'll use these to show candidates at a glance what you're looking for.

Skills

**School year** (optional)

**Latest graduation date** (optional)

Month:  Year: Choose majors by school.

**Minimum GPA** (optional)  
Only include if your job has specific requirements.



# SCHOOL & APPLICATION PROCESS

### Choose schools

Where would you like to post your job?

? Post your on-campus job to just 1 school, unless you have special permission. ×

**Post to specific schools**  
Choose from schools where you have permission to post Work-Study jobs. [View permissions.](#)

Search by school name or location

Texas State University ×

If posting an on-campus job only post at TXST. If you are posting a graduate assistant position or a full-time role, you can select other universities to post the job opportunity.

### Application process

What's the application window and process?

**Application open date**

**Application close date**

**Number of hires**  
This will not show up to candidates.

**How will candidates submit applications?**

**On Handshake**  
Keep all your applications in one place.

**On a separate website**  
Enter a website or Applicant Tracking System URL.

**Additional required documents on Handshake**

- Handshake profile
- Resume
- Cover letter
- Transcript
- Other

We recommend positions to be posted for 3 to 45 days.

OTHER could include an upload of their class schedule OR if you have a separate application document you have students complete.

# YOUR HIRING TEAM


## 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.

Marketing ⓧ 🔍

**Job owner**

 **Laura Jones-Employer** Remove ⓧ  
Assistant Director, Employer Relations

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

Feature Laura Jones-Employer as available for candidate messages

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**Email settings**

Send summary email once application period closes

Send email when a candidate who meets qualifications applies

Send email when a candidate applies

If you have different divisions in your office or area, select which team is hiring.

Choose who the job owner is and how you want to receive candidate materials.

Add other hiring team members

\*NOTE: You can always login and review applicants.



### One last check

Confirm everything looks good before posting your job to Handshake.

**Confirm Your Job is Submitted Successfully**

Once you've created a job, you may want to double-check that it's submitted successfully.

To confirm this, click on Jobs from the left navigation bar to access the Jobs page.

- Viewing by Job: this will condense the posting list to only display a single row per job.
- You will see the status as pending until it is approved by Career Services Staff.

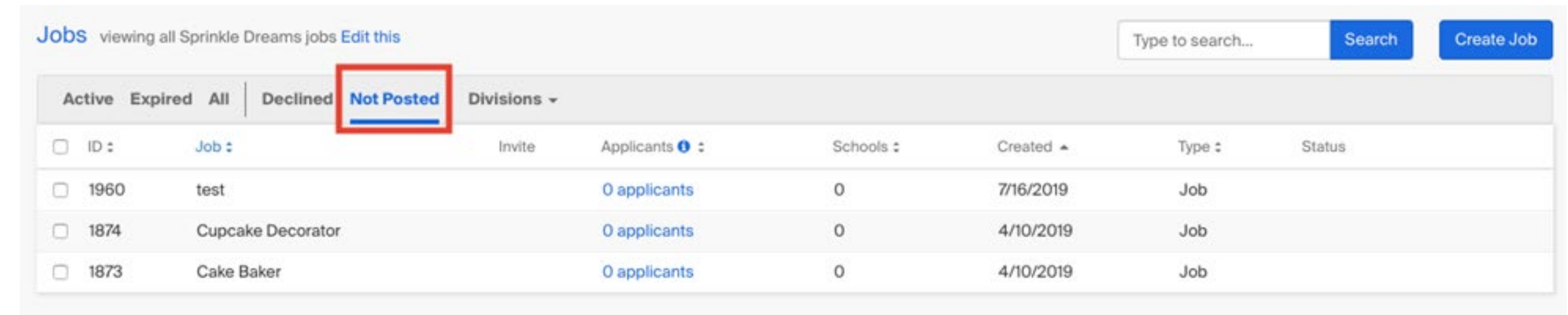
<b>Active</b>   Expired   All   Declined   Not Posted   Divisions ▾							VIEW BY <b>School</b>   Job	
<input type="checkbox"/>	ID ↕	Job ↕	Applicants ↕	School ↕	Expires ▾	Status ↕	Campus Interview ↕	
<input type="checkbox"/>	7975132	BOBCATshadow - Construction Manager @ Pulte Homes	0	Texas State University	6/26/2023	<b>Pending</b>	No	
<input type="checkbox"/>	7872745	BOBCATshadow - Program Management @ Front Line Advisory Group	4	Texas State University	6/30/2023	<b>Approved</b>	No	
<input type="checkbox"/>	7872783	BOBCATshadow - Client Solutions Associate @ GLG	2	Texas State University	6/30/2023	<b>Approved</b>	No	
<input type="checkbox"/>	7917466	BOBCATshadow - Management Trainee/ASM @ Sherwin-Williams (Austin)	1	Texas State University	6/30/2023	<b>Approved</b>	No	

You can also click on the job status headings to identify relevant postings: Active Expired, All, Declined, or Not Posted

- Once a job is approved, it will appear in the Active tab.
- If your job posting is not listed under the Active heading, click on Not Posted to check if your job was saved but not posted

When you find your job posting, click on the job title to load the posting page.

- If your job is Pending or In Progress, you can use the comments section to communicate with Career Services.



Jobs viewing all Sprinkle Dreams jobs [Edit this](#)

<input type="checkbox"/>	Active	Expired	All	Declined	<b>Not Posted</b>	Divisions ▾							
<input type="checkbox"/>	ID :	Job :				Invite	Applicants ⓘ :	Schools :	Created ↕	Type :	Status		
<input type="checkbox"/>	1960	test					0 applicants	0	7/16/2019	Job			
<input type="checkbox"/>	1874	Cupcake Decorator					0 applicants	0	4/10/2019	Job			
<input type="checkbox"/>	1873	Cake Baker					0 applicants	0	4/10/2019	Job			

**For assistance, please contact Career Services at 5.2645  
or email [studentjobs@txstate.edu](mailto:studentjobs@txstate.edu)**