Posting On-Campus, Part-Time Jobs

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📃 Surveys

From this page you can view on-campus jobs postings that are active, expired, declined, and those job announcements that you have not completed and have not been posted. You can also sort job announcements by campus offices.

| Jobs | × (+ | | | | | |
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Review the jobs posted by your office by selecting your office from the pull down menu.

Tip: After you have selected your division the first time you use Handshake, the system will default to the division each time you open "jobs" in Handshake.

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| Jobs viewing all Em | iporia State University jobs <mark>Edit this</mark> | Type to search | Search Create Job | | | |
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| Active Expired | All Declined Not Posted (1) Divisions - | | | | | VIEW BY School Job |
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| 2654444 | test position | A 0 | Emporia State University | 4/19/2019 | Expired | |
| 2591870 | Career Services - Student Assistant | A 1 | Emporia State University | 4/19/2 19 | Pending | No |
| 2630284 | Career Services - Student Assistant | ▲2 | Emporia State University | 4/29/019 | Approved | No |
| 2654477 | test job update | a 0 | Emporia State University | 6/30/2013 | Approved | N |
| | | | | | | |

You can check on the status of any jobs you have submitted:

- Your job has been approved and is visible to students
- Your job is pending approval and is not visible to students
- Your job was not approved and will not be posted as submitted
- Your job posting has expired

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| Jobs | × \ + | | | | | | | | | | | |
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select "Create Job" from the menu in the top right corner of the page.

Tip: You do not have to create a new job for a position that is the same from year to year. If you want to re-post a job that has expired, refer to pages ##-## of this guide.

handshake Q Search..

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Campus Events Interviews Fairs Complete each page of the form.
 Note the tabs for each page at the bottom: Basics,
 Details,
 Preferences, and
 Schools. * Job title

Delete

Save

| | Job tit | e created by your office | |
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| + add an ATS / job code to match again | st your applicar | it tracking system (this will not sync applications) | |
| Company Division | | | 2. Once you hav |
| Student Affairs - Career Services | Select see you | your office from the pull down menu. If yc ur office listed, contact Career Services | completed a page |
| * Where should students submit their a | application? | | coloct "poyt" to |
| Apply in Handshake | Se | elect "Apply in Handshake" | Select Hext to |
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| O Graduate School | | | by selecting the |
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| O Volunteer | | | page tab. |
| * Employment Type | | | |
| O Full-Time | Select | "Part-Time" | |
| Part-Time | | | |
| Duration | | | |
| O Permanent | Select ' | 'Temporary/Seasonal" and select dates that | at coincide with the academic year. |
| Temporary / Seasonal | These a | are employment dates, NOT the start/stop | date of the job posting. |
| Start date | | End date | |
| 2019-04-22 | | 2019-05-17 | |
| | | | |
| Is this a work study job? ○ Yes | Sele | ect "No", unless the position is ONLY open | to Work Study eligible students |

Preferences Schools

Prev

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Next >

Basics

Details

* Description

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You may copy and paste a job description in this text box. The system will keep the posting in the format you prepared. The format must follow the job posting template found here in order for the posting to be approved: Job Type: Work Study or Regular

Wages: \$7.55 for undergrad, \$7.70 for grad.

Work Schedule: 20 hours per week, Monday through Friday between 8am and 5pm.

Duties: Providing assistance to faculty and staff, answering phone and taking accurate messages, greeting students and visitors, typing, grading, copying, scanning, designing bulletin boards, researching jobs for our majors on the internet, and performing various other basic office tasks.

Qualifications: Must have experience with Word and Excel. Must be positive, dependable, punctual, detail-oriented, accurate in message taking, and a self-starter with excellent proofreading skills.

Notes: Background check required. Applications are accepted on an ongoing basis, and will be reviewed when a position is open.

Application: Please make sure your profile is complete, including your previous work experience. You will be asked to upload the ESU Student Cover Letter, and your class schedule.

| Contact Information: |
|----------------------|
| Name |
| Email |
| Phone |
| Office Location |

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| You can copy an | d paste a description | directly from |
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* Job function

× Administration

Approximate salary

\$ 7.5

* Job location

Paid () Unpaid

Enter a number, not a range.

This will help students interested in specific function

* How many students do you expect to hire for this

w many students do you expect to nire for thi

Select how many students you expect to hire.

Tip: This field can be changed after the job is approved if necessary.

Select the job function(s) from the pull down menu. If

you don't see the appropriate job function, select "other"

This number can be approximate and will not be displayed to stu

Perhour

Emporia, Kansas, United States of America

Attach a copy of your [fall/spring or summer]

Make sure that the amount of pay used matches the rate. If the correct rate isn't available, leave the amount blank. This will appear on the announcement as "not specified".

Type in Emporia, Kansas

Preview

Next >

+ add another location

□ Allow remote workers Do not mark this box

Required documents

Resume

Cover Letter

Transcript

class schedule

Other Document (e.g. work sample, course schedule, or or V

Select the documents you want the students to submit and "Other Document". In the text box, write "Attach a copy of your (fall or spring) class schedule and ESU Cover Letter."

| New Job | × (+ | | | | | |
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| | Home Profile (i) Emporia State Univ | Students who do | Students who do not meet your work authorization, graduation date, GPA, and major preference able to apply, but we'll highlight which ones don't match (and let you filter them out). Graduation date range Hiring alumni? You can leave earliest grad date blank | nces will still be | | |
| ESU Emporia State U Flavours by Sode SkyBox - Availabl IT Home - Infor Career Services Login Home 2016 K Handshake res Handshake | POSTINGS Dobs RELATIONSHIPS Def Students Def Schools Def Contacts CAMPUS L'and Events | preferences may still apply, but you can sort applications by those students who | Earliest grad date Latest grad date month month year year School years Freshman Sophomore Junior Senior Masters Doctorate Postdoctoral Studies Alumni | | | |
| Handshake Handshake Handshake Handshake Career Service How to Tie the P How to Tie the P Career resources Cost of Living Vault.com - G Vault.com - G Vault.com - G Vault.com - G Qualifying.org Federal Career Research Focus2: Car Psi_Chi_Sam For Services Career Services EMPORIA STATE News Fox News - | Ка́ы́ Interviews Каirs отнек Й≣ Surveys | do or do not meet your preferences. | Minimum GPA Majors Select a category to choose specific majors Agriculture, Food & Horticulture - 0 of 9 majors selected Arts & Design - 0 of 17 majors selected Business, Entrepreneurship & Human Resources - 0 of 24 majors selected Civics & Government - 0 of 9 majors selected Communications - 0 of 7 majors selected Computer Science, Information Systems & Technology - 0 of 10 majors selected Education - 0 of 10 majors selected General Studies - 0 of 3 majors selected Health Professions - 0 of 17 majors selected Health Professions - 0 of 17 majors selected | You to se pref | do NOT have elect any erences. | |
| Home - KVOE Handshake Impo Emporia Gazette KMAJ-FM - Maji radio weather Emporia, KS (6 Streaming Au | | Cancel | Life Science - 0 of 14 majors selected Math & Physical Sciences - 0 of 4 majors selected Natural Resources, Sustainability & Environmental Science - 0 of 11 majors selected Seciel Sciences - 0 of 0 majors selected | Next > | | 1:44 PM |

Cancel

Select how you want to receive the applications

Minimum GPA

Major categories

Agriculture, Food & Horticulture - 0 of 9 majors selected

Arts & Design - 0 of 17 majors selected

Business, Entrepreneurship & Human Resources - 0 of 24 majors selected

Civics & Government - 0 of 9 majors selected

Communications - 0 of 7 majors selected

Computer Science, Information Systems & Technology - 0 of 10 majors selected

Education - 0 of 10 majors selected

Engineering - 0 of 19 majors selected

General Studies - 0 of 3 majors selected

Health Professions - 0 of 17 majors selected

Humanities & Languages - 0 of 12 majors selected

Life Science - 13 of 14 majors selected



Schools

Preview

Next >

These consolidate individual majors across every school on He

Applicant package recipients

Choose recipient

Not seeing the recipient you're looking for? Create a new contact

X Robyn MacGregor

Email a summary of all applicants once my job expires

Email every time a new student applies

Send all applicants

Only send applicants who match all preferences

Details

Preferences

Type in the last names of anyone else who will need to review the applications and select how they should receive the applications.

If they do not have a Handshake account do not add them as a contact. You can send a package that includes all of the applications by e-mail.

| 📔 New Job | × + | | | | |
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| △ career resources B Cost of Living Vault.com - G Qualifying.org ▷ Federal △ Career Research ④ Focus2: Car ④ Psi_Chi_Sam ★ Home : Occ ™ O*NET OnLi | E Surveys | "Search Your Schools" text bos and then select Emporia State University. | | | |
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| 🐨 Psi_Chi_Sam | | Location | 1200 Commercial, Emporia, Kansas 66801. | | | |
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| Career Services - | | | | | No tracking code added | |
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| 💠 KMAJ-FM - Maji | | Company Details | COMPANY SIZE | WEBSITE | In Share | |
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| E 5 0 ↑ ↓ ÷ | You have a new notification on Handshake - Message (HTML) | |
|---|---|-----|
| File Message Q Tell me what you want to do | | |
| Mon 3/26/2018 2:15 PM Handshake <handshake@notifications.joinhandshake.co You have a new notification To Robyn Macgregor If there are problems with how this message is c Click here to download pictures. To help protec Right-click or tan an T. T. T. T.</handshake@notifications.joinhandshake.co | DM> pictures in this message. | ~ |
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| Hello Robyn, Image: state | You will receive an e-mail from Handshake when the posting is approved. | job |
| less than a little ago. Not a notification y | rou're interested in? You can change vour notification preferences. If you don't want to hear from us at all again you can unsubscribe from all Handshake notifications | |
| × | Handshake Headquarters 660 4th Street #113 San Francisco, CA 94107 | |



Re-Posting On-Campus, Part-Time Jobs

4 Favorite Schools - Help - Robyn MacGreg ii handshake Ξ. Q Search... Jobs viewing all Emporia State University jobs Edit this Type to search.. Create Job Search Home My Profile Active Expired All Declined Not Posted (1) Divisions -VIEW BY School Job **Company Profile** D ID 🕯 Applicants 🗧 School \$ Status \$ Campus Interview \$ Expires 🔺 2654444 80 Emporia State University 4/19/2019 No test pos Expired

Login to your Handshake account

2. Select "Jobs" from the menu bar on the left side of the

3. Search the expired job postings for your division.

Relationships

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Career Services -

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49 ii handshake Favorite Schools -÷ Help -Robyn MacGrego Q Search... Jobs viewing all Emporia State University jobs Edit this Type to search.. Create Job Search Home My Profile Active Expired All Declined Not Posted (1) Divisions -VIEW BY School Job **Company Profile** D : Job 🕏 Applicants \$ School \$ Expired 🔺 Status 🕏 Campus Interview \$ 2591870 Career Services - Student Assistant Emporia State University 4/19/2019 **A**1 Pending No Jobs 2654444 test position 0 👗 Emporia State University 4/19/2019 No Expired

You will be able to view all expired posts for your division and office. Be sure to select the correct posting using the unique ID number generated by Handshake.

Tip: If you created the position, you may also search by selecting the "Edit This" link at the top of the page and select "Jobs created by me

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- Campus
- Events
- Interviews Fairs

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Expired

Expired 6 days ago

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Emporia State University

| test position Emporia State University | Once you have found the correct posting, select it to open the |
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| | announcement. |
| About this Job | Select "Add More Schools". This will take you directly to the |
| this is a test | nage where you can undate the open/close date of the |
| About Emporia State University | page where you can apaate the open/close date of the |
| This is the internal employer account for posting on campus jobs | announcement |

None

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| | | | 🖪 View & Add Notes |
|-----------------|--|------------------------|------------------------|
| Location | Emporia, Kansas, United States of America | | |
| | | | Tracking Code |
| Compensation | түре Paid | DURATION Permanent | No tracking code added |
| | pay rate \$7.50 Per hour | | Social Media |
| | | | u Like 0 Share |
| Company Details | COMPANY SIZE | WEBSITE | Y Tweet |
| | 5,000 - 10,000 employees | http://www.emporia.edu | in Share |
| | INDUSTRY Higher Education industry | SOCIAL MEDIA | Email |
| | сомраму туре Public company | | |
| | HEADQUARTERS 1200 Commercial, Emporia, Kansas 66801, United States | | |

| ii handshake | Q Search | | | | | 📋 🔍 | Schools 🗧 💭 Favorite Schools | + Help + Robyn MacGregor • |
|-----------------|------------|---|---------|--------------|---------------------------|--------------------------|------------------------------|----------------------------|
| Home | test posit | ion | | | | | Job Details Edit Applican | ts |
| My Profile | | | | | | | | |
| Company Profile | | Job postings | | | | | | |
| Postinas | | | | | Global apply start date 🕔 | Global expiration date 🕚 | | |
| lobs | | Search your schools to add job postings | | - | Set global start i | Set global expiration | = | |
| 5055 | | Add All Schools Find More | | | | | | |
| Relationships | | | | | | | | |
| Search Students | | | | Interview on | | | | |
| Schools | | Schools | Status | campus? | Apply start date | Expiration date | | |
| Contacts | | a | | | | | | |
| | | Emporia State University | Expired | | 2019-04-19 2:00 pm | 2019-04-19 2:15 pm | = | |
| Campus | | | | | | | | |
| Events | | | | Change tl | he start and expiration | ation dates for th | ne job postin | g |

Review all aspects of the job posting for changes and accuracy, using the tabs at the bottom of the page. Once you are sure that the post is accurate, select the "save" button in the right hand corner of the page.

Interviews Fairs

| ii handshake | Q Search | | | | | | <u> </u> | 🛓 🎴 静 Favorite Schools - 🛛 H | elp∙ Roby |
|-------------------------------|-----------------|-----------------------|---|---------------|--------------------------|-----------|---------------|------------------------------|-----------|
| Home | | Jobs viewing all Empo | oria State University jobs <mark>Edit this</mark> | | | | ype to search | Search Create Job | |
| My Profile Company Profile | | Active Expired A | II Declined Not Posted (1) Divisions - | | | | | VIEW BY School Job | |
| | | ID ÷ | Job \$ | Applicants \$ | School ¢ | Expires 💌 | Status 🕏 | Campus Interview \$ | |
| Postings | | 2654477 | test job update | a 0 | Emporia State University | 4/25/2019 | Approved | No | |
| Jobs | | 2630284 | Career Services - Student Assistant | ≜ 2 | Emporia State University | 4/29/2019 | Approved | No | |
| | | 2654444 | test position | a 0 | Emporia State University | 5/8/2019 | Pending | No | |

Search Students Schools

Contacts

Events Interviews Fairs The posting has changed from "expired" to "pending" review status. Once the post is approved you will receive notification via e-mail and Handshake.

Next:

Reviewing Applicants for On-Campus, Part-Time Jobs