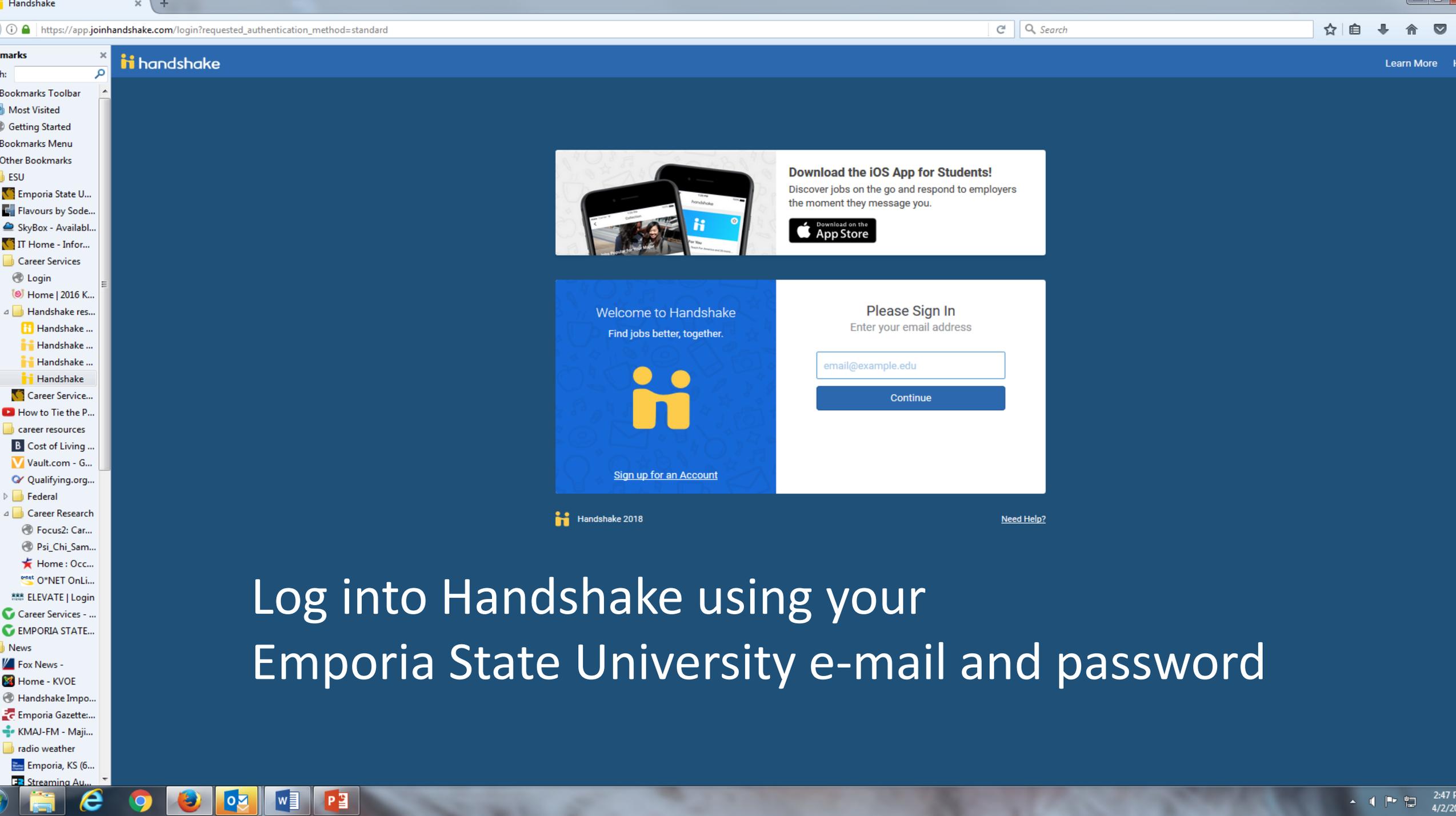


Posting On-Campus, Part-Time Jobs



- marks
- Bookmarks Toolbar
- Most Visited
- Getting Started
- Bookmarks Menu
- Other Bookmarks
- ESU
- Emporia State U...
- Flavours by Sode...
- SkyBox - Availabl...
- IT Home - Infor...
- Career Services
- Login
- Home | 2016 K...
- Handshake res...
- Handshake ...
- Handshake ...
- Handshake ...
- Handshake
- Career Service...
- How to Tie the P...
- career resources
- Cost of Living ...
- Vault.com - G...
- Qualifying.org...
- Federal
- Career Research
- Focus2: Car...
- Psi_Chi_Sam...
- Home: Occ...
- O*NET OnLi...
- ELEVATE | Login
- Career Services - ...
- EMPORIA STATE...
- News
- Fox News -
- Home - KVOE
- Handshake Impo...
- Emporia Gazette:...
- KMAJ-FM - Maji...
- radio weather
- Emporia, KS (6...
- Streaming Au...

Download the iOS App for Students!
Discover jobs on the go and respond to employers the moment they message you.

Download on the App Store

Welcome to Handshake
Find jobs better, together.

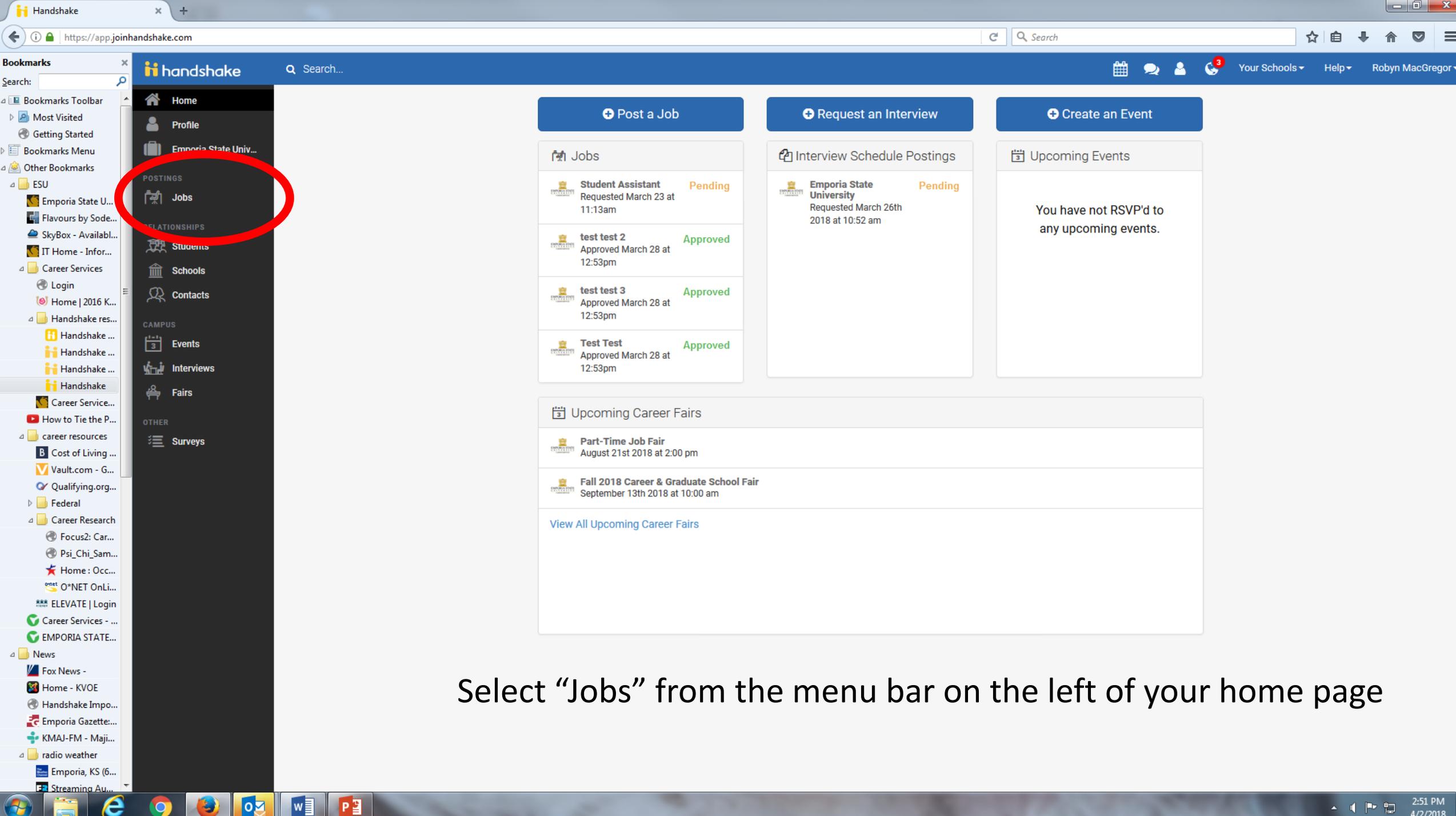


[Sign up for an Account](#)

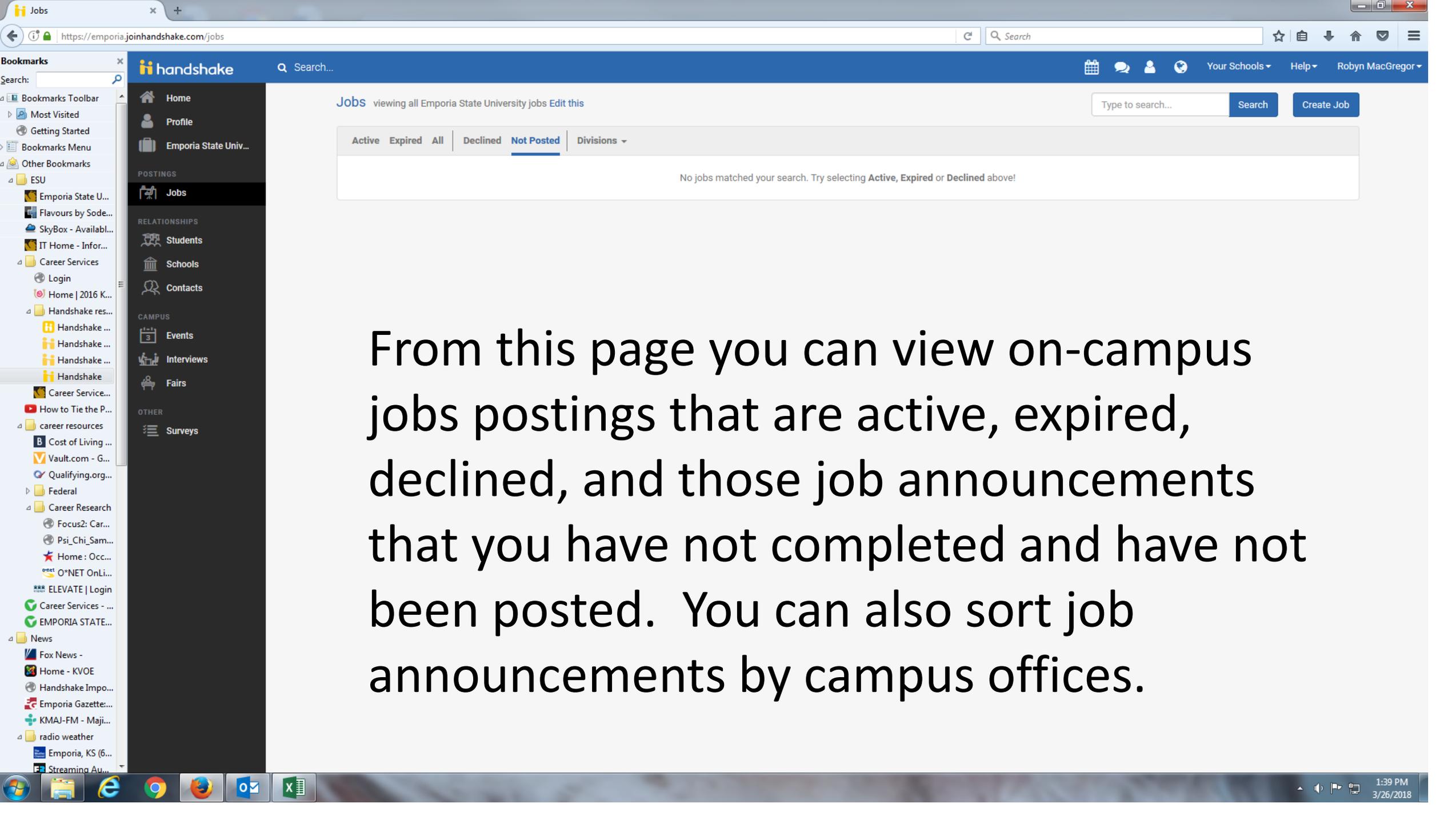
Please Sign In
Enter your email address

Continue

Log into Handshake using your Emporia State University e-mail and password



Select "Jobs" from the menu bar on the left of your home page



Jobs viewing all Emporia State University jobs Edit this

Type to search... Search Create Job

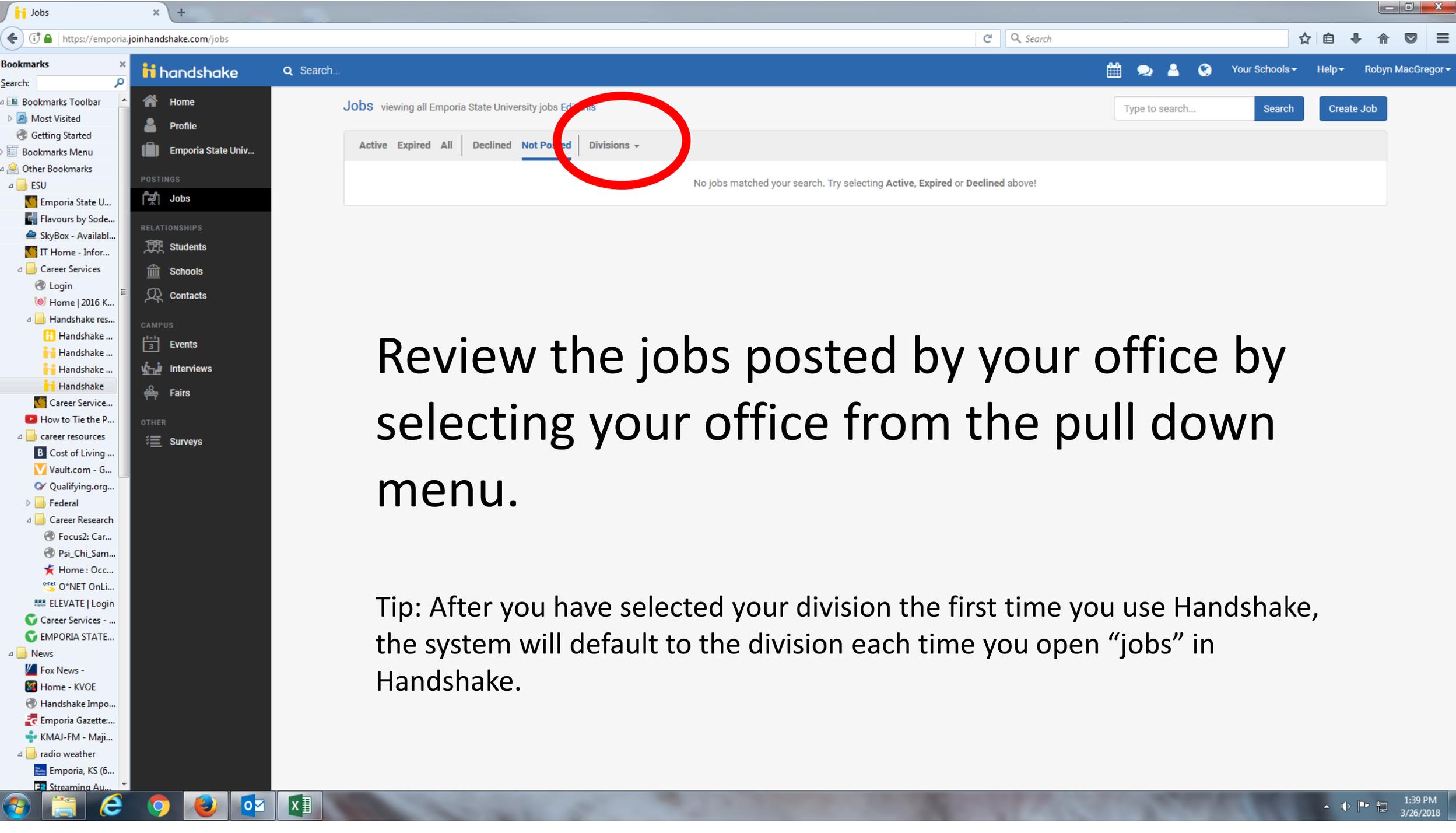
Active Expired All Declined **Not Posted** Divisions ▾

No jobs matched your search. Try selecting Active, Expired or Declined above!

From this page you can view on-campus job 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.

- Bookmarks
- Search:
- Bookmarks Toolbar
- Most Visited
- Getting Started
- Bookmarks Menu
- Other Bookmarks
- ESU
 - Emporia State U...
 - Flavours by Sode...
 - SkyBox - Availabl...
 - IT Home - Infor...
 - Career Services
 - Login
 - Home | 2016 K...
 - Handshake res...
 - Handshake ...
 - Handshake ...
 - Handshake ...
 - Handshake
 - Career Service...
 - How to Tie the P...
 - career resources
 - Cost of Living ...
 - Vault.com - G...
 - Qualifying.org...
 - Federal
 - Career Research
 - Focus2: Car...
 - Psi_Chi_Sam...
 - Home : Occ...
 - O*NET OnLi...
 - ELEVATE | Login
 - Career Services - ...
 - EMPORIA STATE...
- News
 - Fox News -
 - Home - KVOE
 - Handshake Impo...
 - Emporia Gazette...
 - KMAJ-FM - Maji...
 - radio weather
 - Emporia, KS (6...
 - Streaming Au...

- handshake
- Search...
- Home
- Profile
- Emporia State Univ...
- POSTINGS
 - Jobs
- RELATIONSHIPS
 - Students
 - Schools
 - Contacts
- CAMPUS
 - Events
 - Interviews
 - Fairs
- OTHER
 - Surveys



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.

Jobs viewing all Emporia State University jobs Edit this

Type to search...

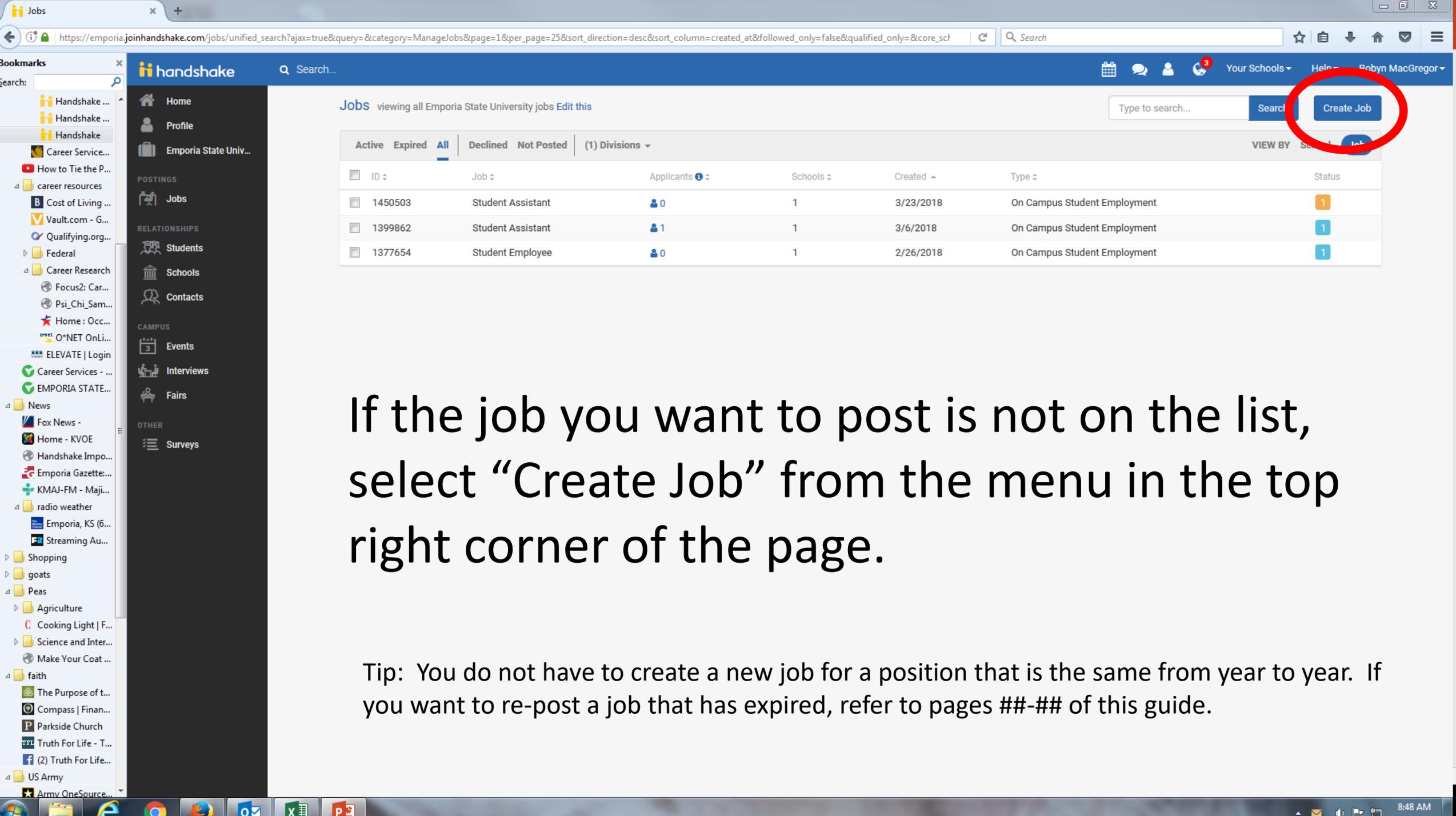
Search

Create Job

Active	Expired	All	Declined	Not Posted	(1) Divisions ▾	VIEW BY	School	Job
ID ▾	Job ▾	Applicants ▾	School ▾	Expires ▾	Status ▾	Campus Interview ▾		
<input type="checkbox"/>	2654444	test position	0	Emporia State University	4/19/2019	Expired	No	
<input type="checkbox"/>	2591870	Career Services - Student Assistant	1	Emporia State University	4/19/2019	Pending	No	
<input type="checkbox"/>	2630284	Career Services - Student Assistant	2	Emporia State University	4/29/2019	Approved	No	
<input type="checkbox"/>	2654477	test job update	0	Emporia State University	6/30/2019	Approved	No	

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**



Jobs viewing all Emporia State University jobs Edit this

Active	Expired	All	Declined	Not Posted	(1) Divisions	VIEW BY	Sort	Job
ID	Job	Applicants	Schools	Created	Type	Status		
1450503	Student Assistant	0	1	3/23/2018	On Campus Student Employment	1		
1399862	Student Assistant	1	1	3/6/2018	On Campus Student Employment	1		
1377654	Student Employee	0	1	2/26/2018	On Campus Student Employment	1		

If the job you want to post is not on the list, 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.

1. Complete each page of the form. Note the tabs for each page at the bottom: Basics, Details, Preferences, and Schools.

* Job title

 + add an ATS / job code to match against your applicant tracking system (this will not sync applications)

Company Division

* Where should students submit their application?
 Apply in Handshake
 Apply through external system

Display your contact information to students?
 Name only Don't show my info

* Job Type
 Internship
 Cooperative Education
 Experiential Learning
 On Campus Student Employment
 Fellowship
 Graduate School
 Job
 Volunteer

* Employment Type
 Full-Time
 Part-Time

Duration
 Permanent
 Temporary / Seasonal

Start date: 2019-04-22
 End date: 2019-05-17

Is this a work study job?
 Yes No
 Work study jobs are for eligible students only.

Job title created by your office

Select your office from the pull down menu. If you don't see your office listed, contact Career Services

Select "Apply in Handshake".

Select "name only"

Select "On-Campus Student Employment"

Select "Part-Time"

Select "Temporary/Seasonal" and select dates that coincide with the academic year. These are employment dates, NOT the start/stop date of the job posting.

Select "No", unless the position is ONLY open to Work Study eligible students

2. Once you have completed a page, select "next" to advance to the next page.

You may go back to a previous page by selecting the page tab.

Cancel

Delete Save

* Description

Heading 1 **B** *I* U A      *T_x*

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

You can copy and paste a description directly from y

* Job function

This will help students interested in specific function

* How many students do you expect to hire for this

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

Approximate salary
 Paid Unpaid

Enter a number, not a range.

* Job location

+ add another location

Allow remote workers

Required documents
 Resume
 Cover Letter
 Transcript
 Other Document (e.g. work sample, course schedule, or o

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

Select the job function(s) from the pull down menu. If you don't see the appropriate job function, select "other"

Select how many students you expect to hire. Tip: This field can be changed after the job is approved if necessary.

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

Do not mark this box

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."

- Home
- My Profile
- Company Profile
- Postings
- Jobs
- Relationships
- Search Students
- Schools
- Contacts
- Campus
- Events
- Interviews
- Fairs

Students who do not meet your work authorization, graduation date, GPA, and major preferences will still be 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*

Earliest grad date: month, year
Latest grad date: month, year

School years

- Freshman
- Junior
- Masters
- Postdoctoral Studies
- Sophomore
- Senior
- Doctorate
- Alumni

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
- 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 - 0 of 14 majors selected
- Math & Physical Sciences - 0 of 4 majors selected
- Natural Resources, Sustainability & Environmental Science - 0 of 11 majors selected
- Social Sciences - 0 of 9 majors selected

Students who do not meet your preferences may still apply, but you can sort applications by those students who do or do not meet your preferences.

You do NOT have to select any preferences.

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

Biochemistry Biology Biotechnology Botany/Plant Biology Cell Biology Ecology Epidemiology Genetics Immunology Marine Biology Microbiology Molecular Biology Physiological Science Zoology

- Math & Physical Sciences - 0 of 4 majors selected
- Natural Resources, Sustainability & Environmental Science - 0 of 11 majors selected
- Social Sciences - 0 of 9 majors selected

These consolidate individual majors across every school on Handshake. You can also choose a specific major by school.

Applicant package recipients

Choose recipient

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

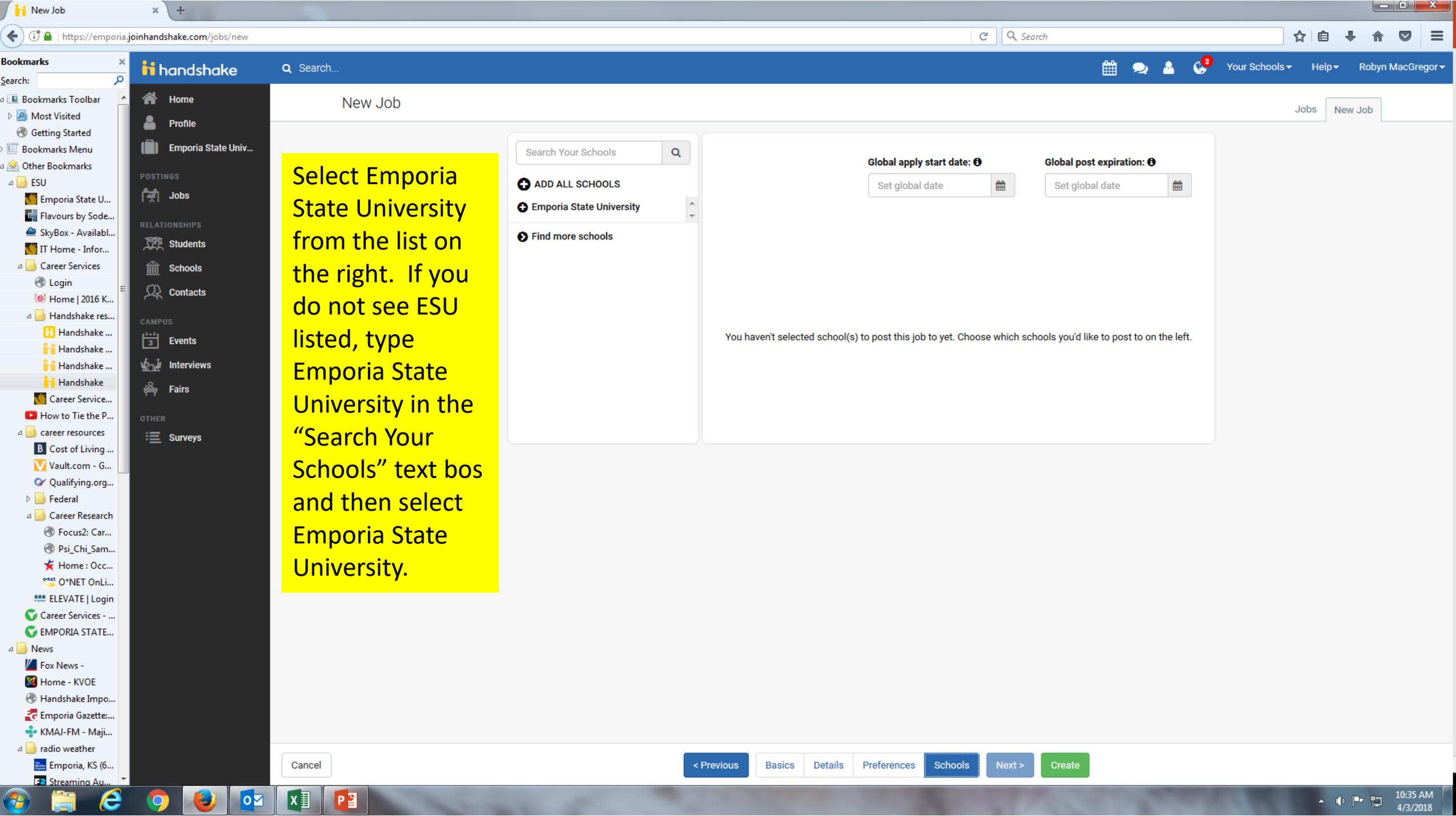
X Robyn MacGregor

- 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

Select how you want to receive the applications

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.



- Bookmarks
 - Search:
 - Bookmarks Toolbar
 - Most Visited
 - Getting Started
 - Bookmarks Menu
 - Other Bookmarks
 - ESU
 - Emporia State U...
 - Flavours by Sode...
 - SkyBox - Availabl...
 - IT Home - Infor...
 - Career Services
 - Login
 - Home | 2016 K...
 - Handshake res...
 - Handshake ...
 - Handshake ...
 - Handshake ...
 - Handshake ...
 - Career Service...
 - How to Tie the P...
 - career resources
 - Cost of Living ...
 - Vault.com - G...
 - Qualifying.org...
 - Federal
 - Career Research
 - Focus2: Car...
 - Psi_Chi_Sam...
 - Home : Occ...
 - O*NET OnLi...
 - ELEVATE | Login
 - Career Services - ...
 - EMPORIA STATE...
 - News
 - Fox News -
 - Home - KVOE
 - Handshake Impo...
 - Emporia Gazette...
 - KMAJ-FM - Maji...
 - radio weather
 - Emporia, KS (6...
 - Streaming Au...

- handshake
- Home
- Profile
- Emporia State Univ...
- POSTINGS
 - Jobs
- RELATIONSHIPS
 - Students
 - Schools
 - Contacts
- CAMPUS
 - Events
 - Interviews
 - Fairs
- OTHER
 - Surveys

Select Emporia State University from the list on the right. If you do not see ESU listed, type Emporia State University in the "Search Your Schools" text box and then select Emporia State University.

Search Your Schools

ADD ALL SCHOOLS

Emporia State University

Find more schools

Global apply start date: **i**

Global post expiration: **i**

You haven't selected school(s) to post this job to yet. Choose which schools you'd like to post to on the left.

- Home
- Profile
- Emporia State Univ...
- POSTINGS
 - Jobs
- RELATIONSHIPS
 - Students
 - Schools
 - Contacts
- CAMPUS
 - Events
 - Interviews
 - Fairs
- OTHER
 - Surveys

New Job

Jobs New Job

Search Your Schools [magnifying glass]

All schools added

Find more schools

Global apply start date: ⓘ

Set global date [calendar icon]

Global post expiration

Set global date

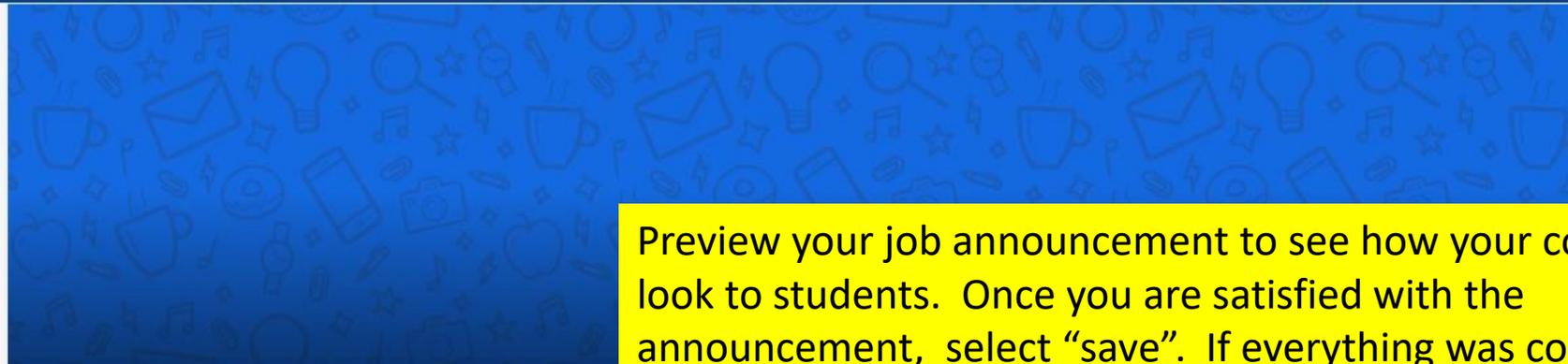
Leave these blank.

School	Interview on campus?	Apply start date	Expiration date
Emporia State University	<input type="checkbox"/>	2018-04-03 10:00 am [calendar icon]	Set expiration date

Do not check the "interview on campus" box.

Select a start date and expiration date for your job posting.

Cancel



Preview your job announcement to see how your content will look to students. Once you are satisfied with the announcement, select "save". If everything was completed correctly, a green banner will appear briefly, indicating that the job was successfully created.



test
Emporia State University

Emporia, Kansas, United States of America
 Higher Education

Part-Time On Campus Student Employment
 5,000 - 10,000 employees

\$7.5 per hour
 No on-campus interviews

Applications close on April 19th, 2019 at 3:00 pm

[Apply](#)

Job Description

test tst

Share Job



About Emporia State University

Headquarters
1200 Commercial, Emporia, ...

Website
www.emporia.edu

Division
Student Affairs - Career
Services

Bookmarks Toolbar

- Most Visited
- Getting Started
- Bookmarks Menu
- Other Bookmarks
- ESU
 - Emporia State U...
 - Flavours by Sode...
 - SkyBox - Availabl...
 - IT Home - Infor...
- Career Services
 - Login
 - Home | 2016 K...
 - Handshake res...
 - Handshake ...
 - Handshake ...
 - Handshake ...
 - Handshake
 - Career Service...
 - How to Tie the P...
- career resources
 - Cost of Living ...
 - Vault.com - G...
 - Qualifying.org...
- Federal
- Career Research
 - Focus2: Car...
 - Psi_Chi_Sam...
 - Home : Occ...
 - enet O*NET OnLi...
- ELEVATE | Login
- Career Services - ...
- EMPORIA STATE...
- News
 - Fox News -
 - Home - KVOE
 - Handshake Impo...
 - Emporia Gazette...
 - KMAJ-FM - Maji...
- radio weather
 - Emporia, KS (6...
 - Streaming Au...

#1477098 student employee

Job Details Edit Applicants

Review Applicants
View applicant profiles and download application documents.
[Review 0 Applicants](#)

Edit / Renew Job Details
Edit qualifications, target schools and change or renew expiration dates.
[Edit Job](#) [Expire Job](#)

Duplicate Job
Duplicate this job and start editing the duplicate.
[Duplicate Job](#)

School	Applicant Count	Last Update	Status	Comment Count
Emporia State University		Requested a few seconds ago	Pending	None

Posted to 1 School

1 pending posting

This job is live to students until May 01, 2019 at 8:00am.

[Target More Schools](#)

The next screen that will appear will be a summary of the job posting. You can see that this posting is pending approval.

Even though the job was created, it must still be approved by Human Resources. The job status will show as "pending" until it is either "approved" or "declined".

student employee
Emporia State University

About this Job

blah blah

About Emporia State University

This is the internal employer account for posting on campus jobs

Location
1200 Commercial, Emporia, Kansas 66801, United States

Compensation

TYPE	DURATION
Paid	Temporary / Seasonal
PAY RATE	Not Specified

Company Details

COMPANY SIZE	WEBSITE
5,000 - 10,000 employees	http://www.emporia.edu
INDUSTRY	SOCIAL MEDIA
Higher Education industry	

Tracking Code

No tracking code added

Social Media

[Like 0](#) [Share](#)

[Tweet](#)

[Share](#)

[Email](#)

Mon 3/26/2018 2:15 PM
Handshake <handshake@notifications.joinhandshake.com>

To **Robyn Macgregor**
If there are problems with how this message is displayed, click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

handshake@notifications.join...
Presence unknown

Right-click or tap an image to view it.

You have a new notification

Hello Robyn,

Robyn Macgregor approved the job [test test 3](#) at [Emporia State University](#)
less than a minute ago

You will receive an e-mail from Handshake when the job posting is approved.

Not a notification you're interested in? You can [change your 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

Jobs viewing all Emporia State University jobs Edit this

Type to search...

Search

Create Job

Active	Expired	All	Declined	Not Posted	(1) Divisions ▾	VIEW BY	School	Job
<input type="checkbox"/>	ID :	Applicants ▾	School :	Expires ▾	Status ▾	Campus Interview ▾		
<input type="checkbox"/>	2654444	test post 0	Emporia State University	4/19/2019	Expired	No		
<input type="checkbox"/>	2591870	Career Services - S						
<input type="checkbox"/>	2630284	Career Services - Stude						
<input type="checkbox"/>	2654477	test job update						

1. Login to your Handshake account
2. Select "Jobs" from the menu bar on the left side of the screen.
3. Search the expired job postings for your division.

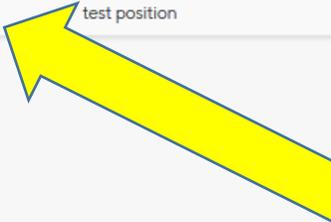
Jobs viewing all Emporia State University jobs [Edit this](#)

Type to search...

Search

Create Job

Active Expired All Declined Not Posted (1) Divisions ▾							VIEW BY
<input type="checkbox"/>	ID ▾	Job ▾	Applicants ▾	School ▾	Expired ▾	Status ▾	Campus Interview ▾
<input type="checkbox"/>	2591870	Career Services - Student Assistant	1	Emporia State University	4/19/2019	Pending	No
<input type="checkbox"/>	2654444	test position	0	Emporia State University	4/19/2019	Expired	No



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"

#2654444 test position

Job Details Edit Applicants

Job [Preview job posting](#)[Edit Details](#)[Duplicate job](#)

Applicants

[Review 0 Applicants](#)

View profiles and download application documents.

School	Applicant Count	Last Update	Status	Comment Count
Emporia State University		Expired 6 days ago	Expired	None

 test position
Emporia State University

About this Job

this is a test

About Emporia State University

This is the internal employer account for posting on campus jobs

Location
Emporia, Kansas, United States of America

Compensation	TYPE	DURATION
	Paid	Permanent
	PAY RATE	
	\$7.50 Per hour	

Company Details	COMPANY SIZE	WEBSITE
	5,000 - 10,000 employees	http://www.emporia.edu
	INDUSTRY	SOCIAL MEDIA
	Higher Education industry	
COMPANY TYPE		
Public company		
HEADQUARTERS		
1200 Commercial, Emporia, Kansas 66801, United States		

Posted to 1 School

 1 expired posting This job was live to students until April 17, 2019 at 2:15pm.[Target More Schools](#)

Once you have found the correct posting, select it to open the announcement.
Select "Add More Schools". This will take you directly to the page where you can update the open/close date of the announcement

[View & Add Notes](#)

Tracking Code

No tracking code added

Social Media

 Like 0 [Share](#) [Tweet](#) [Share](#) [Email](#)

test position

Job Details Edit Applicants

Job postings

Search your schools to add job postings

Add All Schools

Find More

Global apply start date ⓘ

Set global start

Global expiration date ⓘ

Set global expiration

Schools

Status

Interview on
campus?

Apply start date

Expiration date



Emporia State University

Expired

2019-04-19 2:00 pm

2019-04-19 2:15 pm

Change the start and expiration dates for the job posting

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.

Cancel

<

Basics

Details

Preferences

Schools

Preview

Next >

Delete

Save

Jobs viewing all Emporia State University jobs [Edit this](#)

Type to search...

Search

Create Job

<input type="checkbox"/>	Active	Expired	All	Declined	Not Posted	(1) Divisions	VIEW BY	School	Job
<input type="checkbox"/>	ID	Job	Applicants	School	Expires	Status	Campus Interview		
<input type="checkbox"/>	2654477	test job update	0	Emporia State University	4/25/2019	Approved	No		
<input type="checkbox"/>	2630284	Career Services - Student Assistant	2	Emporia State University	4/29/2019	Approved	No		
<input type="checkbox"/>	2654444	test position	0	Emporia State University	5/8/2019	Pending	No		

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