

Posting On-Campus Student Positions

Log on to your employer Handshake Account

Click the following:

- Jobs (left side)
- Below JOBS, on the 3rd tab, click drop down for Divisions (top) type in department/office and select your dept./office
- Create Job (upper right)

****Please note the tabs at the bottom of the page. You may use these to navigate back if you need to****

BASICS TAB

Begin the Form:

- Where should students submit their application? **Choose** Apply in Handshake
- Job Title-**Enter job title**
- Company Division-**type in your department/office and select it**
- Display your contact information to student-**SKIP** (defaults to name only)
- Job Type-select **On-Campus Student Employment**
- Employment Type-select **Part Time**
- Duration-select **Temporary/Seasonal** (defaults to Perm.)
- Enter Start and Stop Date (these are **Employment dates**, not job posting dates)
- Is this a work study job-(defaults to no) **select yes if WORK STUDY**

Click **NEXT**

DETAIL TAB

- Description-(**See Template** to enter information).
- Job Function: Choose a job function the best matches the position you are hiring for.
- Number of Positions: **select 1 or more**
- Approximate Salary: Select **Paid** and enter **\$7.55** for undergrad, **\$7.70** for grad.
- Job Location (**type Emporia, KS**)
- Allow remote work –**SKIP-DO NOT CHECK**
- Required Documents-(defaults to resume so uncheck unless you require a resume.)
Do Not Select Transcript

Check these 2

1. Cover Letter-**This will be the NEW student application**
2. Other-**This will be the students class schedule**
 - Type in “**class schedule**” in the box below Other Document

Click **NEXT**

PREFERENCE TAB-DO NOT SELECT THE FOLLOW JUST SCROLL TO BOTTOM OF PAGE:

- Graduation Date Range-**SKIP**
- School Years-**SKIP**
- Minimum GPA-**SKIP**
- Major Categories-**SKIP**
- Application Packet Recipients-**SKIP** (do NOT create new contact) You will automatically show up
Scroll to bottom of page and:

Decide when you want to be notified of applicant (“once job expires” **and/or** “every time a new student applies” (which defaults to “send all applicants”)

Click **NEXT**

SCHOOLS TAB

Type-Emporia and it adds Emporia State University-In the SCHOOLS BOX below

-DO NOT CHECK “INTERVIEW ON CAMPUS”

Select your Apply Start Date and Expiration Date for your Job Posting

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Click **NEXT**

PREVIEW TAB

PREVIEW YOUR JOB: if job looks OK, click SAVE at the bottom right

A green banner will appear that states: **Successfully Saved**

If Preview does not look right and you want to make changes, you may either click back on the **BOTTOM TABS** to return to the area to make corrections, **OR** on the **EDIT PENCIL** by the area you wish to correct. Once you have all the edits made, click **SAVE** (bottom right)

A green banner will appear that states: **Successfully Saved**

Job Description Template:

Job Type: Enter either "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