ii Handshake

⊕ Post a Job

Jobs

You have not distributed any jobs to a school yet.

○ Yes

‹ | **Basics** | Details | Preferences | Schools | Preview | **Next ›**

①

Click on Post a Job

②

Along the bottom you will see tabs for Basics, Details, Preferences and Schools

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You will need to enter in information on all 4 tabs in order to post a job

You may customize red arrows only.
All blue fields are _required_ and must be set up as shown below

③
Basics tab

All fields required unless otherwise indicated

Where should students submit their application?

◉ Apply in Handshake

○ Apply through external system

⬭ **Job title**

All Job titles **_MUST_** be set up in the following format:

Undergrad Job Title: Department Name

Example: Undergrad Manager: Rec Sports

Office Assistant

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 and end dates are academic year specific.

Start = first day of class (fall)
End = graduation day

Start date

2022-08-29 📅

End date

2023-05-21 📅

Is this a Work Study job?

Work study jobs are for eligible students only.

◉ Yes

○ No

Are you open to speaking with interested candidates?

💬
Yes, I want interested candidates to reach out to me for a conversation

🚫
No, I'd rather candidates apply without contacting me

You may customize red arrows only
All blue fields are _required_ and must be set up as shown below

④

Details tab

All fields required unless otherwise indicated

Description

| Heading 1 ⬍ | B | I | U | A | 🖌 | ☰ ☰ ☰ | 🔗 🖼 I͟x̲ |

Enter in the job requirements and qualifications for your open position. Be as detailed as possible.

You can copy and paste a description directly from your website — we'll retain all the formatting.

How many students do you expect to hire for this position?

> 3

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

Estimated salary

⦿ Paid   ◯ Unpaid

| $ | 12.25 | Per hour ⌄ |

Leave these boxes blank

Do not fill in rate

Enter a number, not a range. Specifying a salary value is optional.

Job location

> Providence, Rhode Island, United States

+ add another location

☐ Allow remote workers

Required documents (Optional)

☑ Resume

☐ Cover Letter

☐ Transcript

☑ Other Document (e.g. work sample, course schedule, or other misc documents)

> Describe what other document the student
> should submit with their application

Check off the Other Documents box and add in items ONLY if you need it from an applicant verifying a special skill (i.e. CPR) before hiring.

All of these preferences are optional and none of the preferences you add to this page will block students from applying for your job

⑤

Preferences Tab

You can select from the drop down or create a new contact to share applications with others who are helping you with the hiring process

Applicant package recipients (Optional)

Choose recipient ▼

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

Your name will automatically fill in here since you are posting the job

☑ 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 your notification option here

All of these preferences are optional and none of the preferences you add to this page will block students from applying for your job

⑥

Schools Tab

Select <u>Providence College</u> from the drop down menu

Do not touch global date settings

Job postings

Global apply start date ⓘ
Set global start

Global expiration date ⓘ
Set global expiration

Search your schools to add job postings ▾

Add All Schools   Add Favorite Schools   Find More

Do not select <u>Interview on campus</u> option

<u>Apply start date</u> must be August 1ˢᵗ or later

Set your <u>Expiration date</u> no later than graduation (current year)

Job postings

Global apply start date ⓘ
Set global start

Global expiration date ⓘ
Set global expiration

Type to search... ▾

Add All Schools   Add Favorite Schools   Find More

Schools	Interview on campus?	Apply start date	Expiration date
× ⬍ Providence College	❌	2022/07/08 09:00 AM	yyyy/mm/dd

This page will allow you to preview how the posting will appear to the students
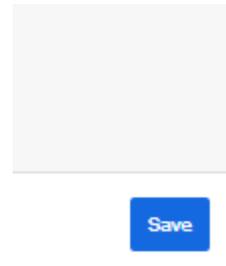
⑦

Preview Tab

To make corrections before posting select edit (pencil icon) button

If you are happy with the job preview, select the Save button along the bottom right hand side of the screen

Save

Congrats! Your job has been created. ⊠

Now get ready to meet your applicants

Once schools approve your job, students can start applying. You can view qualified candidates under **Matches**.

View matches

⑧

Congrats! You created a job in Handshake.

← Jobs

Office Assistant
Job #6660810 • Created 7/8/2022

Overview   Schools   **Matches**   Applicants   Details

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⑨

Your posting will be sent to the Office of Financial Aid for review and approval

No schools have approved your job yet.

Sit tight! Matches will show up here once schools approve your job.
See school approval statuses →

WHAT YOU CAN DO

💡 **Open this job to more schools**
The more schools this job is posted to, the more candidates you'll get your job in front of.
Post to more schools →

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⑩

You will receive this email after your posting has been approved

Your job was just approved at Providence College

You can now see candidate matches from this school and invite them to apply to your job via Job Matches.

See matches

For a full list and status of school postings associated with this job, go here.

If you'd no longer like to receive emails like this you can sign in to manage your notification preferences or unsubscribe.

P.O. Box 40770, San Francisco, CA 94140

TIP: To make your posting stand out, upload a <u>Logo</u> and <u>Banner</u> in your <u>Company Profile</u>

Office Assistant
Providence College - Office of Financial Aid

📍 Providence, Rhode Island, United States   💼 Seasonal Part-Time On Campus Student Employment (8/29/22 - 5/21/23)   💵 $12.25 per hour
🏛 Higher Education   👥 1,000 - 5,000 employees   💬 No on-campus interviews

Applications close on May 21st, 2023 at 12:00 am   **Apply**

Job Description
Enter in the job requirements and qualifications for your open position. Be as detailed as possible.

Share Job
[f] [t] [in] [✉]

About Providence College - Office of Financial Aid

Headquarters   Website   Division
1 Cunningham Square, Prov...   financial-aid.providence.edu   No division

Last updated 8/1/2022