

Handshake Instructions for GA Job Posting

Logging into Handshake

Website: <https://providence.joinhandshake.com/>

In the top righthand corner, click **Log In** if you already have an existing account. If not, click **Sign Up** and create an account using your Providence College email.

Once you're logged in

From your Handshake home screen, select 'Post a Job.'

Posting Instructions

Job Title: 2024-25 Graduate Assistant: Position Title (example: 2024-25 Graduate Assistant: Graduate Admission Office)

Select 'On Campus Student Employment' (*do not check the 'work-study program' box*)

Job Description: Enter the position description, required and preferred qualifications, whether it's a 9 or 12 month position, any specifics about work requirements (e.g., nights and weekends, travels with team, etc.), whether you are looking for a student in a specific Master's program, etc.

Please be as specific as possible about your position, the skills/attributes you are looking for in a GA, and the work conditions. The more specific you are here, the better match you will find in applicants.

Location Requirements

Select 'Onsite' (GA's are not permitted to work remotely).

Onsite Location: Type in 'Providence College' and select the first option (Providence, Providence, Rhode Island 02904, United States).

Time Requirements

Select 'Part-Time', no need to enter hours.

Employment Duration: 'Temporary or seasonal'

Estimated start date: Depends on whether new GA's are 9 or 12 month and when current GA ends.

Valid start dates: May 28 (12 month only), July 1 (12 month only), or August 26 (9 or 12 month only).

Estimated end date: May 16, 2025 (the Friday before commencement).

Expected pay

Click the 'Don't Show Pay' option on the righthand side. And be sure to check the box to acknowledge the disclosures.

Skip the Additional compensation, benefits, perks, and additional benefits sections.

Categorize your job

Select 'Office and Administrative Support Workers' and if you want, select any other category that you feel describes your position. Up to 3 categories permitted.

Candidate qualifications

Skip this page and hit 'continue.'

Additional qualifications

Under 'Labels' type "grad" and hit 'Save.'

Choose schools

Type in 'Providence College.'

Application process

Application open and close dates are TBD.

Number of hires: Depends on the number of GA's you're looking to hire.

How will candidates submit applications? Choose 'On Handshake.'

Additional required documents on Handshake: Choose appropriate additional documents that you deem necessary.

Your hiring team

Check the last box under email settings ('Send email when a candidate applies.') You may select other notification options if you wish.

Hiring team members: Add in any additional emails of team members who will be involved in the hiring process.

Review your posting

Check that everything is correct.

Click 'Post job' and your posting will be sent to the Graduate Admission team for review and approval.