Posting a Job on Handshake for On Campus Supervisors

On Campus supervisors can set up a Handshake account through Stony Brook University.

1. Login to Handshake
2. Navigate to **Create Job screen** by:
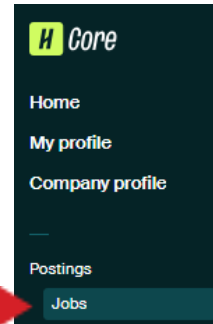   Click on **Create Job** (on the **Home** screen)
   OR
   Click on **Posting>Jobs** and click **Create Job** (top right)

Basics

Where should students submit their application?
- Apply through Handshake
  OR
- Apply Externally - Allows to add a link to an external form (*Example:* Google Form or Qualtrics links)

Job Title
It is highly recommended to have **a descriptive title** to draw attention and increase engagement
(*Example:* Student Assistant can be updated to Social Media and Marketing Assistant)

Company Division
- Please select your **Department Name** under **Company Division.**
  If you have any questions, please contact the Student Employment team.

Job Type
- Select '**On Campus Student Employment**'
  In most cases, on campus employers would not select '**Job**' as this is used for full-time positions through Stony Brook University for graduating students and alumni.

Employment Type
- Select **'Part-Time'**

Duration
- Temporary / Seasonal (Start and end dates are approximate)

Is this a Work Study job?
- Yes (Only students with federal work study package will be able to see and apply)
  OR
- No (Open to all students to see and apply)
  Federal Work Study (FWS) is typically for paid, on campus student employment based on the student's financial aid package. Students are awarded work study funding by the Financial Aid Office, and students accepted the award in SOLAR to apply.
  You can review the Student Employment webpage for Federal Work Study.

Are you open to speaking with interested candidates?
- Yes (This option will show your contact information on the job posting)
  OR
- No (This option will hide your contact information on the job posting)

Details

Description

The description is the **most important** as it is most of what students see in Handshake. *You can find more resources and job description samples on our [Student Employment webpage](#)*. Students are more likely to apply if the description highlights:

- About the department and who is being served
- Undergraduate and/or graduate student candidate
- Pay
- Time Commitment (Hours per week)
- Location - West Campus, East Campus, or Requires Transportation
- Responsibilities, Qualifications, Transferable Skills

Job function

This is required for Handshake as a search feature for different roles.

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

This number is an estimate and not displayed to students. It helps the Career Center better assist on campus supervisors in recruitment for their roles.

Estimated salary

- Paid

[Minimum wage](#) is $16. The salary would be listed as a range.

Does this job have specific offices that students can apply to?

- Enter office locations
    - Job location
      You will need to enter the town and state
      Example: Stony Brook, New York, United States

Note: Students who are paid are not able to work hybrid or remotely at this time, so 'Allow remote work' cannot be selected.

Does this position require [U.S. work authorization](#)?

International students are eligible to work on campus, and the primary population that the work of the department serves must be Stony Brook students. They would require an offer letter from supervisors to apply for an SSN through the Visa and Immigration Services.

Note: Students on F-1 or J-1 visas should connect with an advisor from the [Visa and Immigration Services Office](#) to ensure the experience is eligible as "on campus" before starting.

Required documents

By selecting the document(s), students will be required to upload something in order to apply. A work sample is recommended if looking for a student to show a specific skill.

- Resume
- Cover Letter
- Transcript
- Other Documents (e.g. work sample, course schedule, or other misc documents)

Preferences

All of these preferences are optional, and none of the preferences will block students from applying to the job. Handshake indicates which candidates meet all of the preferences selected.

Applicant package recipients

You would add your Stony Brook email address as the contact to receive an email with the applicants, and you can add colleagues who are helping recruit.

Schools

Interview on campus? On campus supervisors do not need to select this option. This is not viewable to students and is for off campus employers to request an interview room.

Expiration date

We typically recommend having the posting up for **2 - 4 weeks**. When the post is about to close, you can extend the deadline if needed.

Please do not add any additional schools in this field other than Stony Brook University.

Preview

This page is to view how the posting appears to students on Handshake.
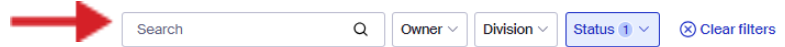
Press Save in bottom right corner

Note: The posting will be pending and in review by the Career Center for approval.

Updating Job on Handshake for On Campus Supervisors

Jobs

1. Login to Handshake
2. Click on **Posting>Jobs**
3. Find position by:
   a. Searching by job title or number in the **Search** box
   b. Click on **Owner>Job owned by you**
   c. Click on **Divisions> Search Department Name** (called Divisions in Handshake)
4. Click on **Status** and select if the job is open or expired.

Once in your post, you can click the **"..."** on the top right corner

← Jobs
Marketing & Communications Graduate Intern (Paid) 2024-2025
Job #9083264 • Created 7/1/2024 by Andréa Lipack • Closes 7/31/2024

More Actions
- **Edit job**
  Edit any details in the job posting
- **Duplicate job**
  Please duplicate post when you are looking to hire again; this helps our reporting and clears the previous years applicants
- **Close job**
  You can expire the job early through here if needed

Edit job

Duplicate job

Close job