

Posting a Position on Handshake

Please follow this step-by-step guide to post a position on Handshake.

1. Login to Handshake: <https://app.joinhandshake.com/>
2. On the home page, click **+ Post a Job**.
3. Complete the **Basics** section.
 - a. **Where should students submit their application?** Determine how students will apply. They can apply through Handshake (which will be outlined later) or through an external system that you will have to set up.
 - b. **Job Title:** This is the title of the position that you are posting.
 - c. **Display your contact information to students?** You do not need to display your contact information to students, but we do recommend providing an email for students to at least send questions to. This can be provided later in the “Description” section.
 - d. **Job Type:** Check “On Campus Student Employment”
 - e. **Employment Type:** Check “Part-Time”
 - f. **Duration:** If checking “Temporary / Seasonal” you will be prompted to give a start date and an end date. We suggest putting in the first of the semester and the final day of the semester, unless your needs indicate that the student will begin or end the position outside of those times.
 - g. **Is this a Work Study Job?** Check “No.” If you check “Yes” the student’s profile will alert them that they are not a match for the position. We are working on remedying this issue, but until we communicate otherwise, **check “No” regardless of the position being Student Hourly or Work Study.**
4. Complete the **Details** section.
 - a. **Description:** Include the **Office Overview, Type of Position (Student Hourly, Work Study Required, or Work Study Preferred), Summary of Position, Sample of Responsibilities, Desired Qualifications, Learning and Development, and Application Instructions and Contact Information** in this section.
 - b. **How many students do you expect to hire for this position?** Indicate the number of students that you were approved to hire.
 - c. **Estimated salary:** Check “Paid” and indicate the hourly rate. This section is optional, but we highly recommend including an accurate number.
 - d. **Job location:** Type out “Plymouth, New Hampshire” and indicate whether you allow remote workers.
 - e. **Required documents:** This section is optional. Indicate the application materials you require for students.
 - i. If you would like the applicants to answer supplemental questions, include the questions in the **Description** section.
5. Complete the **Preferences** section.
 - a. **Graduation date range:** this section is optional.
 - b. **School years:** this section is optional.
 - c. **Minimum GPA:** this section is optional.
 - d. **Major categories:** this section is optional.

- e. **Applicant package recipients:** If you are collecting applications through Handshake, this is where the application materials will be sent. You are able to choose who will receive the materials (they must be listed as a contact in your account) and how often the materials will be received. You can choose either receiving all materials once the job posting expires, every time a student applies, or both. You are also able to choose to only view applications from students who match all of your preferences as outlined above.
6. Complete the **Schools** section.
- a. **Job postings:** type out “Plymouth State University” and click on it in the drop-down menu.
 - i. Only select “Interview on campus?” if you need to work with the Career Development Office to reserve space for you to interview students. *If you are interviewing students on campus in your own space, do not check this box.*
 - ii. Set the application start date and expiration date.
7. **Preview your Job**
- a. Check your work to make sure everything looks good.
 - b. Click **Save** once you’re ready to submit your job posting!
 - i. The Career Development Office will review your job posting before it’s live for students.

Collecting Applications through Handshake.

Follow this step-by-step guide to learn more about collecting applications through Handshake.

1. Login to Handshake: <https://app.joinhandshake.com/>
2. On the home page, click on **Jobs** in the navigation bar on the left.
3. Click on the job that you are checking applications for.
4. On the top right, click on **Applicants**
 - a. Here you will have a few options. You are able to filter your applicants through the navigation window on the left and you have the option to exclude students that do not match certain preferences in the center.
 - b. On the right side of the screen, you will have two options:
 - i. **Export CSV:** This spreadsheet will include *all* applicants’ information; the student’s email, qualifications, major, and graduation date; and the job that the student applied for. This does not include any application materials.
 - ii. **Export Documents:** This will generate a PDF for you to download with all of the application materials that applicants have submitted. The PDF will also include a cover page with all applicant’s names, email addresses, school year, and major.

On-Campus Job Posting Template

This template can be copied and pasted into the *Description* section of the Handshake job posting.

Title:

Office:

Work Study:

Hours per Week:

Early Move-On Required:

Office Overview:

Include where the office lives in the organizational chart, what students or purpose it serves, the size of the office, physical location, etc.

Summary of Position:

A paragraph or two summarizing the position. This should include if training is required prior to the start of the position (i.e. Title IX training or FERPA training) and when that training occurs, information on work schedule, and the purpose of the position.

Sample of Responsibilities:

- A bulleted list of responsibilities the position holds

Desired Qualifications:

- A bulleted list of desired qualifications
- This can include customer service experience, oral and written communication skills, class year, major, etc.

Learning and Development:

- A bulleted list of skills the student will learn or competencies that the student will develop in the position

Application Instructions and Contact Information

Where to apply, what materials are required, and who to contact with questions/who to send application materials to. If you are requiring applicants to answer supplemental questions, include them here.

Help from the Career Development Office (Include the below statement in all job postings)

Please contact the Career Development Office (career.development@plymouth.edu) if you require assistance in the creation of your application materials (resume, cover letter, etc.) or want help preparing for an interview.

On-Campus Job Posting Example

Title: Advancement Services Data Assistant

Office: University Advancement

Work Study: Required

Hours per Week: 5-10

Early Move-On Required: No

Office Overview:

The Office of University Advancement is at Holmes Alumni House. We work with past Plymouth State students of all ages to hold events, make connections, and raise funds for current student scholarships. We employ [X] full time staff members in addition to [X] part-time student workers annually.

The University Advancement team ([Alumni Relations](#), [Development](#), [Annual Giving](#), and Advancement Services) works to engage advocates and supporters to maintain and enhance that amazing experience for today's students...and the next generations, too.

Summary of Position:

The University Advancement Data Assistant works with UA staff to maintain and update alumni/donor records in the Raiser's Edge database, assist with set up and launch of new aspects of our data system, manage long-term projects (both inside and outside of Raiser's Edge), and conduct web-based research pertaining to Advancement Services and Alumni Relations. The Advancement Services Data Assistant is supervised by [Title], [Name] through biweekly meetings.

This position requires the student to have Federal Work Study. Please check your Financial Aid Award Package to see if you qualify. Students must be able to work 5 – 10 hours per week between M – F, 9:00 AM – 4:30 PM to be considered for this position.

Hired student(s) are required to complete Title IX training through Canvas prior to their start date. This training will take approximately [X] hours and is paid.

Sample of Responsibilities:

- Implement, maintain, and update important processes and ongoing projects within Raiser's Edge
- Perform routine updates and document uploads into Raiser's Edge databases
- Interact with alumni data in order to record and track event participation, volunteer participation, employment information, etc.
- Utilize search engines and/or social media to conduct donor and alumni research
- Perform basic data mining

Desired Qualifications:

- Superb attention to detail
- Organizational skills
- Ability to collaborate with others and judge situations accurately
- Excellent critical thinking and analytical skills
- Flexibility with project/task requests
- Respect for privacy and commitment to confidentiality
- Proficient in Office 365 suite of programs (especially Microsoft Excel and Microsoft Word)
- Experience with or willingness to learn how to use a database
- Familiar with social media/search tools and research strategy
- Interest in learning Raiser's Edge software and advancement best practices

Learning and Development:

As a result of this position, students will:

- Gain competency in Raiser’s Edge (a fundraising and constituent relationship management system)
- Gain competency in Office 365 suite programs
- Identify appropriate technology for completing specific tasks
- Manage technology to integrate information to support relevant, effective, and timely decision-making
- Demonstrate dependability and show a high level of dedication toward doing a good job
- Keep an open mind to diverse ideas and new ways of thinking
- Gather and analyze information from a diverse set of sources and individuals to fully understand a problem
- Establish, maintain, and/or leverage relationships with people who can help one professionally

Application Instructions and Contact Information

Interested students should apply through Handshake by submitting their resume and cover letter. Please also answer the following questions and upload them as a “supplemental document.”

1. What is your class schedule / what time commitments do you have for Fall 2021?
2. Are you working anywhere else on campus for the Fall 2021 semester? If so, please provide the office that you are working for and indicate if it is a Work Study position.
3. Should we contact you for an interview, would you prefer to interview via Zoom or in-person?

Help from the Career Development Office

Please contact the Career Development Office (career.development@plymouth.edu) if you require assistance in the creation of your application materials (resume, cover letter, curricula vitae, etc.) or want help preparing for an interview.