Posting an On-Campus Work-Study Position

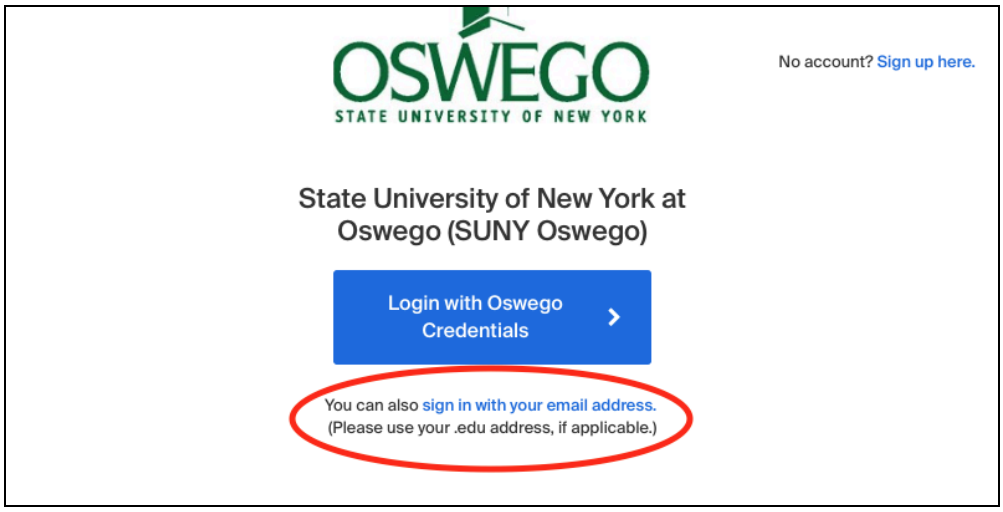
Thank you for posting **On-Campus Work-Study Positions!**

Questions about hosting a Work-Study position?
Please contact Anne Benjamin at anne.benjamin@oswego.edu or (315) 312-3580.

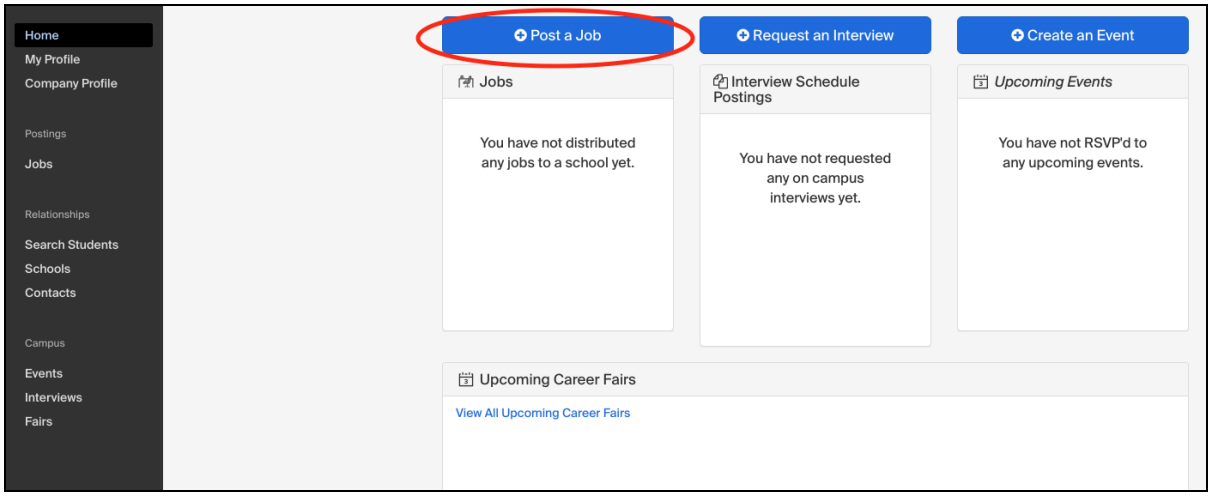
If you need assistance with posting or the Handshake system, please contact Tina Cooper, Internship & Student Employment Coordinator at tina.cooper@oswego.edu or (315) 312-3693.

Step 1. Visit the below URL to Sign back into your Handshake "Employer" Account and login using your email address (**DO NOT click "login with Oswego Credentials," unless you also have an alumni/student account**).

https://oswego.joinhandshake.com/



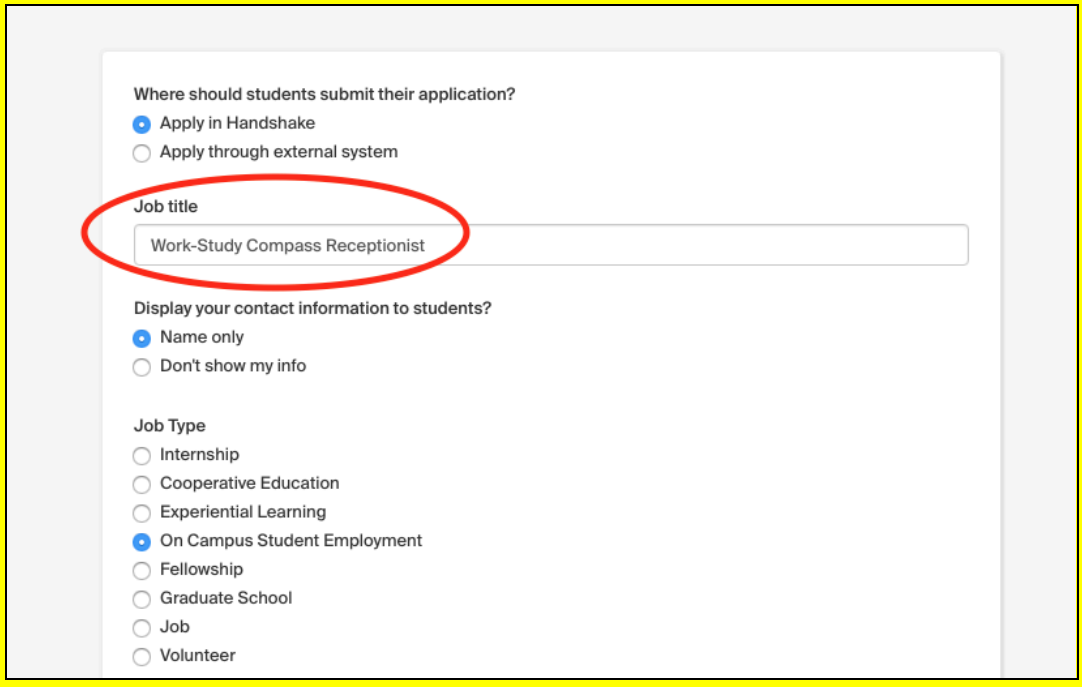
Step 2. After signing in, click on "Post a Job"



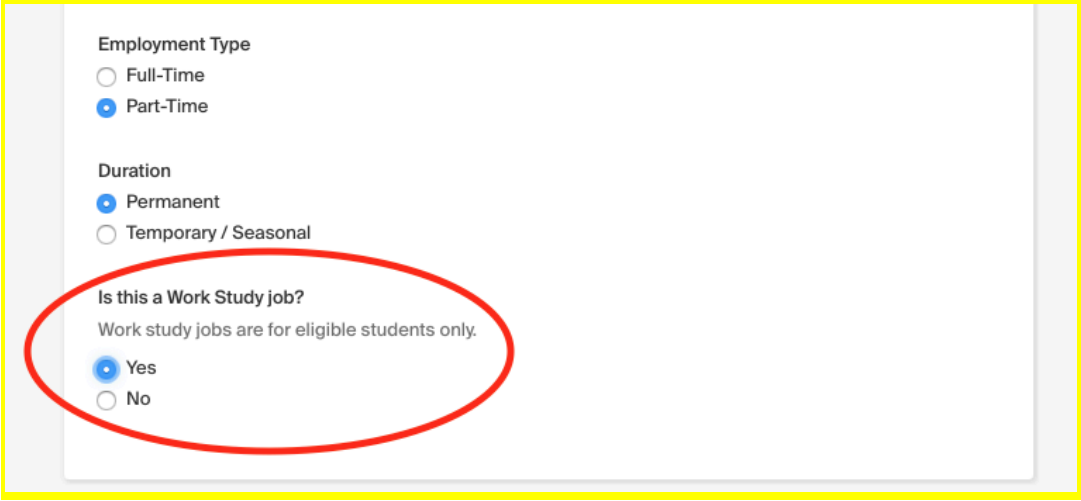
Step 3. Complete the “Basics” Information.

Tips and Tricks

- Select “Apply in Handshake” so that you are able to review, download and make decisions about a candidate's application.
- Type “Work-Study” at the beginning of the title of the position you are posting.



- Choose “on campus student employment” as the Job Type.
- Select “temporary” if you know the end date of the position. If this is a continuing position for multiple years or until a student graduates, select "permanent.”
- **Choose “YES” for work study!**



Step 4. Complete all required “Details” Information.

Tips and Tricks

- Complete the job description information (be detailed here!)
- Required documents: Consider requiring a resume and other related documents to your positions such as portfolios, contact information for references, and/or writing samples.

Step 5. Complete all required “Preferences” information.

Tips and Tricks

- Many of these areas are optional.
- “Major categories” assist Handshake in putting relevant jobs in front of students based on their majors.
- Consider selecting “Email every time a student applies” to ensure you are aware when each application is submitted.

Step 6. Complete all required “Schools” information.

Tips and Tricks

- Ensure SUNY Oswego is connected to your posting.
- DO NOT check “Interview on campus.” This is meant for external employers.

Step 7. Preview your posting.

Tips and Tricks

- This will show you how the posting will look to students.

Step 8. Click Save!