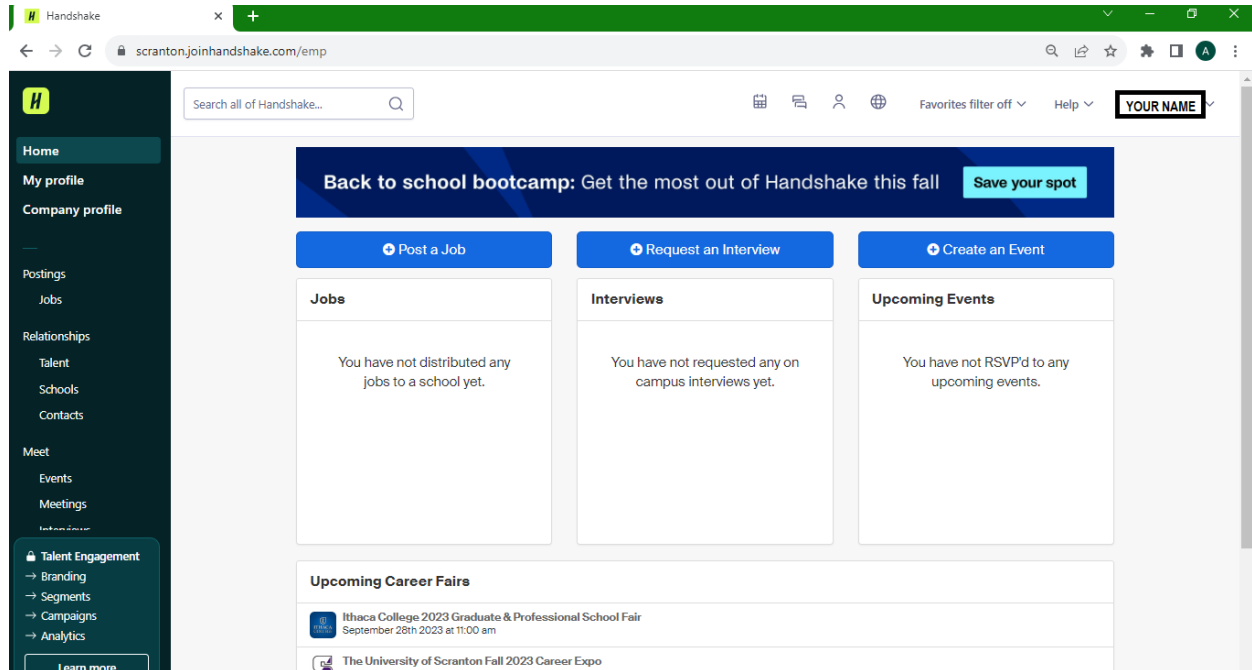


Handshake Work Study Job Posting

1. Login to Handshake

a. If you do not have an employer profile, follow the directions below:

- i. <https://support.joinhandshake.com/hc/en-us/articles/219133047-Create-an-Employer-User-Account-Join-a-Company-and-Connect-with-Schools>



2. Select Post a Job

- a. Job titles will be standardized and include “FWS” along with departmental code.
b. Refer to screenshots below when filling in required components of job posting.

Where should students submit their application?

☒ Apply in Handshake
☐ Apply through external system

Job title

Company Division (optional)

The Center for Career Development

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

< Basics Details Preferences Schools Preview Next >

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

PLEASE MAKE SURE TO FOLLOW THIS STEP

Description

Heading 1  **B** *I* U A        

Job description

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?

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

Job location

[+ add another location](#)




☐ Allow remote workers

Paid or unpaid?

☒ Paid ☐ Unpaid

Estimated pay

Jobs located in California, Colorado, New York, and Washington states (including jobs performed remotely from these states) must include an estimated pay range. Estimated pay ranges for jobs in other states are encouraged. [Opt out of estimated pay.](#)

Show pay by	Amount	Rate
Range 	\$7.25 - 10.00 USD 	Per hour 

Required documents (Optional)

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

THIS PAGE OPTIONAL:

Graduation date range (Optional)

Earliest grad date

 ▼ ▼

Latest grad date

 ▼ ▼

Hiring alumni? You can leave earliest graduation date blank.

School years (Optional)

- ☐ Freshman
- ☐ Sophomore
- ☐ Junior
- ☐ Senior
- ☐ Masters
- ☐ Doctorate
- ☐ Alumni
- ☐ Postdoctoral Studies
- ☐ Masters of Business Administration
- ☐ First Year Community / Technical College
- ☐ Second Year Community / Technical College
- ☐ Certificate Program

Minimum GPA (Optional)

Major categories (Optional)

- ☐ Agriculture, Food & Horticulture - 0 of 9 majors selected
- ☐ Arts & Design - 0 of 19 majors selected
- ☐ Business, Entrepreneurship & Human Resources - 0 of 24 majors selected
- ☐ Civics & Government - 0 of 10 majors selected
- ☐ Communications - 0 of 7 majors selected
- ☐ Computer Science, Information Systems & Technology - 0 of 10 majors selected
- ☐ Education - 0 of 10 majors selected
- ☐ Engineering - 0 of 19 majors selected
- ☐ General Studies - 0 of 3 majors selected
- ☐ Health Professions - 0 of 19 majors selected
- ☐ Humanities & Languages - 0 of 13 majors selected
- ☐ Life Science - 0 of 14 majors selected
- ☐ Manufacturing, Production, and Skilled Trades - 0 of 4 majors selected
- ☐ Math & Physical Sciences - 0 of 6 majors selected
- ☐ Natural Resources, Sustainability & Environmental Science - 0 of 9 majors selected
- ☐ Social Sciences - 0 of 9 majors selected
- ☐ Technologies & Technicians - 0 of 15 majors selected

These consolidate individual majors across every school on Handshake. [Choose a specific major by school.](#)

Applicant package recipients (Optional)

Choose recipient

Not seeing the recipient you're looking for? [Create a new contact](#)

× YOUR NAME

☒ 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

Job postings

Type: **The University of Scranton**

Global apply start date ⓘ

2023-08-21 12:00 AM

Global expiration date ⓘ

2023-12-08 12:00 AM


Search your schools to add job postings


Add All Schools

Add Favorite Schools

Find More

SAMPLE OF JOB POSTING:









The University of Scranton
📍 800 Linden Street, Scranton, Pennsylvania 18510, United States
🎓 Higher Education

🏢 Part-Time On Campus Student Employment
👥 5,000 - 10,000 employees

💰 Paid
💬 No on-campus interviews

Applications open on August 21st, 2023 at 12:00 am [Apply](#)


Job Description
Job description

Share Job
   


[<](#) [Basics](#) [Details](#) [Preferences](#) [Schools](#) [Preview](#) [Next >](#) [Save](#)

- Once you are satisfied with applicants and are ready to hire the student(s), navigate to the job and select "Applicants" at the top left.





















Showing All Applicants [EDIT](#)

 Export CSV

Exclude Students That Do Not Match

 Export Documents

- ☐ School Year or Graduation Date ☐ Minimum GPA
☐ Major ☐ Work Authorization Status

<input type="checkbox"/>	First ▾	Last ▾	Employer ▾	Preferences ▾	Status ▾	Date ▾
<input type="checkbox"/>			The University of Scranton	   	Pending ▾	4/29/21
<input type="checkbox"/>			The University of Scranton	   	Pending ▾	4/27/21
<input type="checkbox"/>			The University of Scranton	   	Pending ▾	4/16/21
<input type="checkbox"/>			The University of Scranton	   	Pending ▾	4/15/21
<input type="checkbox"/>			The University of Scranton	   	Pending ▾	4/15/21

- a. Select the drop-down menu for each student to move them from Pending to either Hired or Declined.
 - b. You can also select the checkboxes next to each student to send a custom email informing them that they have/have not been offered the job and any additional information they need to move forward in the process.
4. If you hire student(s) before the post expires, you must go back into the job posting to edit the expiration date, which in turn will make the post no longer visible to students. This DOES NOT happen automatically once you hire someone.
5. To duplicate the job posting for future semesters, follow the instructions at the link below:
 - a. <https://support.joinhandshake.com/hc/en-us/articles/219132977-How-to-Duplicate-a-Job-Posting>

.....

Student View

← → ↺ scranton.joinhandshake.com/stu 🔍 📄 ☆ ⚙️



- Jobs**
- Events
- Employers
- Inbox
- Career center

The best way to get noticed by employers? Reach out.

Make your profile stand out

Add key information to match with the most relevant jobs and opportunities.

Attend an event

Learn more about employers or roles you're interested in, directly from the source.



The University of Scranton Career Center →

View your school's resources



- Jobs**
- Events
- Employers
- Inbox
- Career center

Jobs Search Saved 🔔

Search 🔍 <

On-site/remote ▾

Popular in your major

Full-time job

Internship

Part-time

All filters

16.2K jobs found

Relevance ▾

Full-time · Job

Entry Level Financial Data Analyst

Robert Half
Remote · Princeton, NJ

Full-time · Job

Business Analyst

Eitacies Inc
Remote · Santa Clara, CA

Full-time · Job

Business Planning and Analysis Analyst

NJM
On-site · Ewing, NJ

Full-Time · Job

Entry Level Financial Data Analyst



Robert Half
Remote · Princeton, NJ

About the role

Application deadline

August 18, 2023
12:00 AM

Posted date

July 17, 2023

Seasonal role

(8/7/23 - 8/7/24)

Estimated pay

\$18.38 per hour

Location type

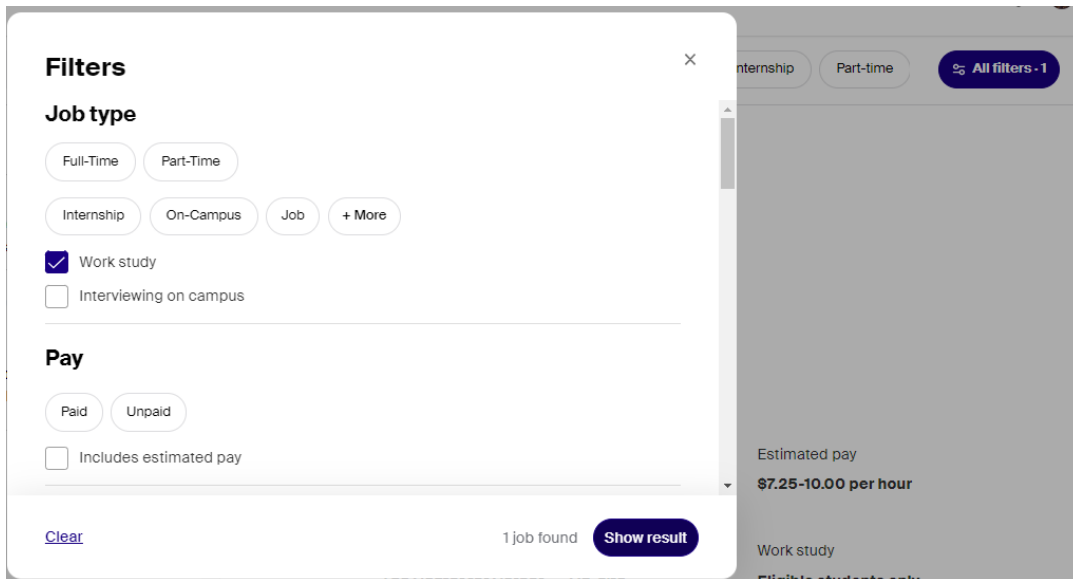
Remote

US work authorization

Accepts OPT/CPT



Quick Apply



All open work study jobs are now visible.

Direct link to all open positions:

https://scranton.joinhandshake.com/edu/postings/approved?job.work_study=true&per_page=25&page=1