

Posting a Student Employee Position on Handshake

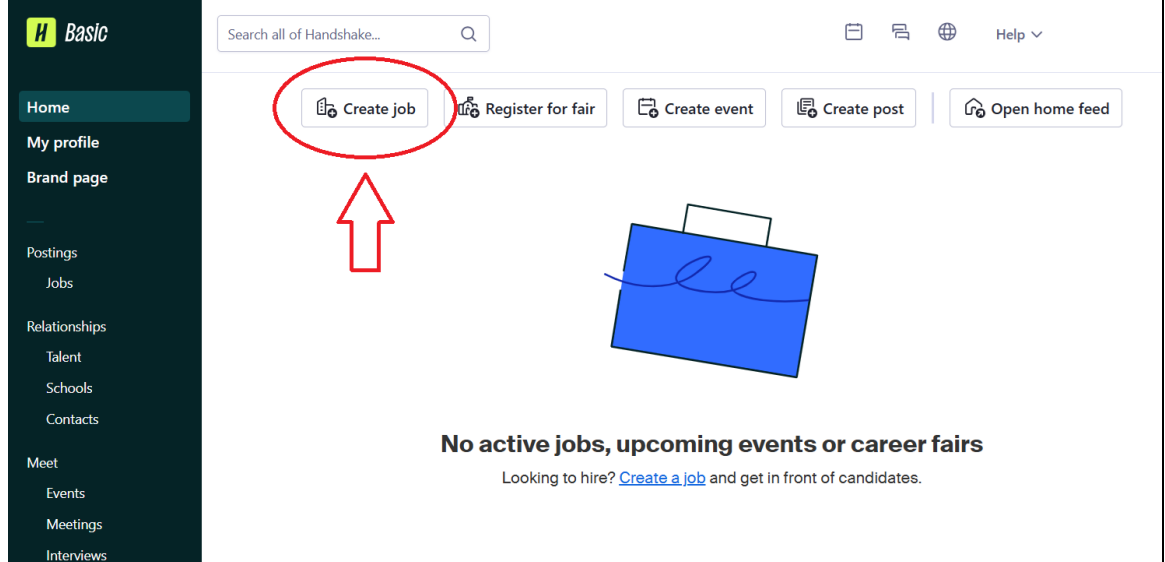
A guide for UO employers

This document outlines the process for posting a student employee position on Handshake, and includes the information required to be in compliance with the UOSW Collective Bargaining Agreement. Before starting your job posting process in Handshake, you must create a student worker position description using UO's standardized template. For the template and more information, visit the [Student Worker Position Description webpage](#).

If you haven't yet created an account in Handshake or haven't connected your personal account to your UO department, start here:

<https://career.uoregon.edu/faculty-and-staff/post-your-job>

NOTE: All student employment positions are required to be posted on the UO job posting platform, Handshake. Open positions must be posted on Handshake for at least seven (7) days except in extenuating circumstances.

<h3>Create a new job posting</h3> <ol style="list-style-type: none">1. Sign in to your Handshake account by visiting https://app.joinhandshake.com/login2. From your home dashboard, click Create a Job <p><i>If you have not created a Handshake account, or have not connected your account to your department's profile, visit the Career Center's website or more information.</i></p>	 <p>The screenshot shows the Handshake Basic interface. On the left is a dark sidebar with a menu: Home, My profile, Brand page, Postings, Jobs, Relationships, Talent, Schools, Contacts, Meet, Events, Meetings, and Interviews. The 'Home' item is highlighted. The main content area has a search bar at the top. Below it is a row of buttons: 'Create job' (circled in red with a red arrow pointing to it), 'Register for fair', 'Create event', 'Create post', and 'Open home feed'. Below these buttons is a blue briefcase icon. At the bottom, it says 'No active jobs, upcoming events or career fairs' and 'Looking to hire? Create a job and get in front of candidates.'</p>
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Basic information

Job description:

This section is used to communicate position information, requirements, qualifications, and more.

The UOSW Collective Bargaining Agreement (CBA) outlines specific information that is required for all student job postings. For this reason, always use the **Handshake Job Description Template** when completing this section.

The coming steps will allow you to input important information about the position that not included in the template, such as the position's title and wage.

Notes:

- Once you have created a job using the template linked above, to save time on future postings you can click the blue hyperlink text **Copy description from existing job** to copy the description from an existing job posting. Do not use this feature for positions that were posted prior to the implementation of the UOSW CBA, as the required information will not be included.


Basic information

Job description

[Copy description from existing job](#)

Be sure to include specific skills you're looking for, minimum requirements, and expected responsibilities.

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- ☒  Automatically fill in the rest of this job post using the job description. You'll get to confirm everything's correct before posting.

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Position details

Job Title:

Input the position's title.

Considerations for job titles:

- Be concise, two to five words, and be specific to the tasks of the job. For example, instead of using "Student Assistant" consider Receptionist, Administrative Assistant, or Research Assistant.
- Avoid acronyms that applicants may not be familiar with.
- Spell out words instead of using abbreviations ("Senior" instead of "Sr.") .
- Avoiding using all caps.
- Avoid using numbers or special characters.

Position Type:

Select "On Campus Student Employment".

Work Study Program:

This box indicates if a position is eligible for work-study. All on-campus hourly positions should be eligible for work-study.

If a position *requires* work-study, this should be clearly indicated in the 'Job Description' section.

Position details

Job title

Tips for good job titles:

- Spell out words instead of using abbreviations ("Senior" instead of "Sr").
- Avoid using all caps.
- Avoid numbers or special characters.
- Keep it concise at 2–5 words.

Position type

- ☐ Job
- ☐ Internship
- ☒ On Campus Student Employment
- ☐ Other

☒ Work-Study program

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Location requirements

Select the option that is appropriate for the position. This should be in alignment with what is stated on the position description.

Note:

- Remote and hybrid positions must adhere to the [UO Flexible Work Arrangements Policy and Guidance](#).

Onsite Location (for onsite and hybrid):

Type the city where the work will be performed.

Remote Work Requirements (for remote and hybrid):

Remote work for student positions must be completed within the US. For questions, contact the Central Payroll office.

Job is located as a residential address:

Disregard this checkbox, this does not apply for UO student worker positions.

Location requirements

Where should candidates expect to work?



Onsite

Employee works in person from a specific location.



Remote

Employee works from home.



Hybrid

Employee works a combination of onsite and remote.

Onsite location

Add the city and state where the job is located. If you're hiring in multiple cities, include them all.

☐

Job is located at residential address

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Time requirements

How much will the student work?

Select the appropriate option for the position.

Notes:

- Student workers are limited to working twenty-five (25) hours/week combined for all student positions, in any term in which they are enrolled.
- Due to visa requirements, international students may not work more than twenty (20) hours per week while they are taking classes.

Hours (optional):

Denote how many hours the employee is expected to work. This must be in alignment with the information on the position description.

Employment duration:

Select the “temporary or seasonal” option for all student worker positions.

Notes:

- Unless otherwise specified upon hire, all UO student worker appointments will conclude at the end of the academic year. Appointments can be extended or renewed via the reappointment process.

Time requirements

How much should candidates expect to work?



Full time

30 hours per week or more



Part time

Less than 30 hours per week

Employment duration



Permanent



Temporary or seasonal

Estimated start date

mm/dd/yyyy



Estimated end date

mm/dd/yyyy



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Compensation and benefits

All UO student worker position postings must include information on compensation. When determining pay for student positions, always refer to the [Student Worker Wages and Compensation Guide](#) webpage.

Expected Pay:

For most student worker positions, “Exact amount” should be selected. Input the appropriate amount.

For positions that receive a monthly stipend, select “*per month*” under **Rate**.

Additional compensation (optional):

These options do not apply to student employment.

Benefits (optional):

Select only the “Paid sick leave” option for hourly student positions. Stipend positions do not receive paid sick leave.

Perks (optional):

These options do not apply to student employment.

Additional benefits (optional):

Leave this section blank.

Compensation and benefits

What should candidates expect to earn?

Expected pay

[Don't show pay](#)

Jobs located in jurisdictions that require a pay range (including jobs performed remotely from those jurisdictions) must include pay on the job post.

Range			Custom range			Exact amount			Unpaid		
Rate			Amount			Currency					
Per hour						USD					

Additional compensation (optional)

Signing bonus Bonus Commission Tips Equity package

Benefits (optional)

Medical Vision Dental Paid time off Paid sick leave
Parental leave 401(k) match FSA or HSA plans Life insurance
Disability insurance Student loan repayment Tuition reimbursement
Relocation assistance Commuter assistance Pet insurance

Perks (optional)

Learning stipend Home office stipend Career development
Gym membership

Additional benefits (optional)

Have more to offer? Add a link to your company benefits page.

<https://www.website.com>

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Categorize your job

Job role groups:

Because Handshake is used more broadly to help students identify jobs, this list is not well curated for on-campus employment. However, this function may allow students to narrow down their job searches.

You may choose up to (3) options from this list. Choosing one option is fine.

Note:

- Try to come as close to the position type as possible – examples would be “Office and Administration Support Workers”, “Recreation worker”, “Computer User Support Specialist”, or “Retail Salesperson”.
- Unfortunately, you cannot type in your own text and must select from the pre-set options.

Categorize your job

Tell us the type of job you're hiring for by adding job role groups.

Job role groups

Search by job role or job role group. Add up to 3 groups. [Learn more or request a new job role group.](#)

e.g., Accountants, Electricians, Marketing Managers



Accountants and Auditors

Actors

Actuaries

Acupuncturists

Administrative Services Managers

Adult Education and ESL Instructors

Advertising Sales Agents

Advertising and Promotions Managers

Candidate qualifications

Work authorization:

Select the correct option for the position. Most on-campus positions require US work authorization. For information on work authorization, go to the [Hiring Student Workers webpage](#).

Skills (Optional):

This section is intended to be used for tech skills such as “10-key Typing” and “3D Design”. However, you can type in other required skills such as “Spanish proficiency” or “photo editing”.

School year (Optional):

Is it not recommended to select any option in this section. Information in Handshake may not accurately reflect a student’s class standing, and thus this may prevent an otherwise qualified candidate from being considered.

Latest graduation date (Optional):

It is not recommended to use this section, instead, rely on the ‘position end date’ in the **time requirements** section.

Major group (Optional):

Is it not recommended to limit a student’s eligibility based on their major. Additionally, Handshake may not accurately reflect a student’s major and thus this may prevent an otherwise qualified candidate from being considered.

Minimum GPA (Optional):

We discourage having GPA requirements for student employment positions.

Candidate qualifications

Add your must-have qualifications to refine your candidate matches.

Work authorization

[Don't disclose](#)

For best practices, visit the [Department of Justice's website](#) and [our help article](#) on the impact of work authorization designations across the Handshake network. This section only applies to jobs located in the United States.

- ☐ This job requires US work authorization
- ☒ This job does not require US work authorization

Skills (optional)

Add up to 7 skills. We'll use these to show candidates at a glance what you're looking for.

School year (optional)

Freshman

Sophomore

Junior

Senior

Masters

Masters of Business Administration

Doctorate

Postdoctoral Studies

Certificate Program

First Year Community / Technical College

Second Year Community / Technical College

Alumni

Latest graduation date (optional)

Month

Year

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Major groups (optional)

Major groups combine related majors from every school on Handshake. [Choose majors by school](#).

Minimum GPA (optional)

Only include if your job has specific requirements.

Choose schools

Because this is an on-campus position, it can only be posted to the University of Oregon.

Note:

- UO student positions are open to students from other institutions. However, priority must be given to UO students. This means that non-UO students can only be hired after reasonable efforts to recruit qualified students at UO have been exhausted.

Choose schools

Where would you like to post your job?



Because this is an on-campus job, it can only be posted to the school for which you are an **on-campus employer**.



Choose schools

Search by school name or location



Lists

University of Oregon

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Application process

Application open date:

State when students can start applying for the position.

Application close date:

Per the UOSW CBA, all open positions must be posted on Handshake for at least seven (7) days except in extenuating circumstances.

Number of hires:

Select the number of positions you are hiring for through this listing.

How will candidates submit applications?:

We recommend having applicants apply on Handshake as it creates a standardized experience for students and it is an effective way of organizing application materials. However, you can have students apply through another platform if you would prefer.

Additional required documents on Handshake:

Select which materials will be required from applicants. If you select “Other”, you can type in instructions.

Note:

- The UOSW collective bargaining agreement discourages supervisors from requiring cover letters as this creates additional barriers for applicants. The university is also discouraging cover letters for professional staff searches.
- Consider alternate methods for evaluating applicants, such as resumes, short answer questions, writing samples, etc.

Application process

What's the application window and process?

Application open date

2025-07-07 06:00 AM GMT-7



Application close date

2026-01-07 06:00 AM GMT-8



Number of hires

This will not show up to candidates.

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How will candidates submit applications?



On Handshake

Keep all your applications in one place.



On a separate website

Enter a website or Applicant Tracking System URL.

Additional required documents on Handshake

- ☒ Handshake profile
- ☐ Resume
- ☐ Cover letter
- ☐ Transcript
- ☐ Other

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Hiring Team

Job Owner:

This is the person who is posting this position. You can change who the job owner is by selecting “**Remove**” and typing a new name.

Note:

- Only UO staff who have a Handshake account **and** who are a member of your Employer Profile can be made a job owner.

Messaging availability:

Selecting this gives candidates the option to message you through the job posting. These messages will appear on the Handshake platform only, not your uoregon email address.

Email settings:

These are various automatic email messaging options. These settings apply for the job owner, not the applicants who apply.

Hiring team members:

You can add another member of your staff to be on your hiring committee by sending them an invitation through Handshake. You can only add individuals who are a member of your employer profile on Handshake.

Review Job Posting Details

This is the final opportunity to review information before it gets published.

Your hiring team

Set up your hiring team to keep everyone informed, and manage how they receive updates.

Job owner



Sarah Blanchard

[Remove](#)

Messaging availability

Give candidates the option to message you through the job post. Messages from candidates will not count against your message limit.

☐ Feature Sarah Blanchard as available for candidate messages

Email settings

☐ Send summary email once application period closes

☐ Send email when a candidate who meets qualifications applies

☐ Send email when a candidate applies

Hiring team members (optional)

[Invite new teammate](#)

Choose team member



[Back](#)

[Continue](#)



One last check

Confirm everything looks good before posting your job to Handshake.

Add Position Description as Attachment

After the position has been posted, you will need to add the formal Position Description as an attachment.

Instructions:

- 1) Navigate to the *Jobs* tab on the lefthand sidebar.
- 2) Find your job posting.
- 3) View the *Job Details* tab.
- 4) Click *Edit Attachments*.
- 5) Click *New Attachment*.
- 6) Upload the Position Description with the *Choose File* button.
- 7) Name the file in Handshake and click *Create Attachment*.

The first screenshot shows the 'Test' job details page. The 'Jobs' tab is selected in the left sidebar. The 'Job details' tab is highlighted in the top navigation bar. The 'Attachments' section on the right shows 'No attachments yet' and a green 'Edit attachments' button, which is circled in red.

The second screenshot shows the 'Attachments' page. The 'New Attachment' button is circled in red.

The third screenshot shows the 'New Attachment' form. The 'Name' field is highlighted in green. The 'Document' section has a green 'Choose File' button highlighted. The 'Create Attachment' button is highlighted in green at the bottom right.