



Posting a Job on Handshake Guide

Before You Begin

- You must have an active Handshake account linked to Stony Brook University.
- If you do not yet have an account, follow the instructions in "[Create a Handshake Account for On-Campus Supervisors](#)" (PDF).

Steps to Post a Job:

1. Log in to Handshake

- Navigate to the **Create Job** screen:
 - Click "**Create Job**" on the Home screen.
 - OR click **Posting > Jobs** and select **Create Job** (top right).

2. Craft a Strong Job Description

- Developing a Job Description Resource
- Job Description Examples Resource

Include the following details:

- A brief overview of your department and the community it serves.
- Eligibility: **Undergraduate and/or Graduate students.**
- **Pay rate:** Minimum wage is **\$16.50/hour.**
- **Weekly time commitment:** (e.g., **10–15 hours/week**).
- **Location of work:** (West Campus, East Campus, or other).
- **Core responsibilities, required, and preferred qualifications.**
- **Transferable skills** students may develop in the role.

3. Define Job Details

- **Job Title:** Use a clear, specific title (e.g., "**Social Media and Marketing Assistant**" instead of "**Student Assistant**").
- **Job Type:** Select "**On-Campus Student Employment.**"
- **Work Study Status:** Indicate if the position is **Federal Work Study eligible.**
- **Location:** Choose **In-person, Remote, or Hybrid** (Onsite location must be **Stony Brook, NY**).
- **Employment Type:** **Part-Time.**
- **Duration:** Select **Temporary/Seasonal** and specify start and end dates.



4. Compensation and Benefits

- **Expected Pay:** Enter the salary range.
- **Student Employees do not receive additional benefits**, so leave the following fields blank:
 - Additional compensation
 - Benefits
 - Perks
 - Additional benefits

5. Categorize the Job

- Example category: **Office & Administrative Support Workers.**

6. U.S. Work Authorization

- International students **are eligible** for on-campus jobs but require an **offer letter** to apply for an SSN.
- Encourage students on **F-1 or J-1 visas** to check with the **Visa and Immigration Services Office** for eligibility.

7. Set Optional Preferences (Optional)

- Preferences such as **major, GPA, school year, or graduation date** will not block applicants but will assist with candidate review.

8. Choose Schools

- **Stony Brook University** will automatically be selected under **On-Campus Student Employment.**

9. Application Process

- Job postings are recommended to remain open for **2–4 weeks** (extend or close at any time).
- **Estimated Number of Hires:** Provide an internal estimate (not visible to students).
- **Application Method:** Students may apply via:
 - **Handshake**
 - **External link** (e.g., Google Form).



10. Required Documents (Optional but Recommended)

Encourage students to upload:

- **Resume**
- **Cover Letter**
- **Transcript**
- **Additional documents** (e.g., class schedule or work samples).

11. Assign Company Division & Job Owner

- **Company Division:** Select the relevant **department name** from the drop-down menu.
- **Job Owner:** Specify the **Recruiter's Name**.

12. Enable Messaging (Optional)

- Allow candidates to **message job owners** through the posting.
- Note: Messages **will not** count against your Handshake messaging limit.

13. Set Email Notifications (Optional)

Choose preferred notification options:

- ☒ Summary email after applications close.
- ☒ Email when a candidate meeting qualifications applies.
- ☒ Email for every new application received.

14. Invite Hiring Team Members (Optional)

- **Collaborate** with teammates by inviting them to view or manage applications.

15. Preview & Submit

- **Review your job posting.**
- Click "**Save**" to submit for Career Center review and approval.