

# HOW TO POST AN ON-CAMPUS JOB ON HANDSHAKE

This document takes you through the steps required to post an on-campus job on Handshake.

## Step 1: Create a Handshake Account

In order to post a job on Handshake, you first need to have an account. If you already have an account, you can skip this step and go straight to step two (2).

- a) To create a new account, go to <https://nyit.joinhandshake.com/register> and click **Employer**
- b) Input your information on the page and click **Sign up**

Figure 1 showing Employer Sign up page.

- c) On the loaded page, click the **Connect with Schools** button at the bottom of the screen.
- d) Search for **NYIT-On Campus Student Employment** and request to connect with us.

## Step 2: Post a Job

Once your profile is completed and you are connected with us, you can begin posting on campus jobs.

- a) Select the **Post a Job** button on your dashboard.
- b) You will be asked to complete four (4) steps: Job Basics, Job Details, Job Preferences and Schools to post the job to. Please note that required fields are identified with an asterisk (\*).

We will begin with Job Basics



# HOW TO POST AN ON-CAMPUS JOB ON HANDSHAKE

## Job Basics

The Job Basics page is shown below along with examples for each field.

Enter the student Job Title

\* Job Title

Plot Shop Technician

+ add an ATS / job code to match against your applicant tracking system (this will **not** sync applications)

Choose your department or office.

Contact Student Employment if you do not see if listed.

Company Division

Academic Computing Services-Manhattan

Require students to also apply through website or applicant tracking system?

Yes  No

Select "No".

We would like students to apply for on-campus jobs through Handshake only

Choose how to display your contact information to students.

Display your contact information to students?

Name Only  Name and Email  Don't show my info

\* Job Type

Job  
 Internship  
 On Campus Student Employment  
[Show more options](#)

\* Employment Type

Full-Time  
 Part-Time

Duration

Permanent  
 Temporary / Seasonal

Start date

2017-09-06

End date

2017-12-22

Decide whether the job is exclusive to Federal Work Study Eligible students or not.

Work Study Job?

Yes  No

Select "On Campus Student Employment", "Part-time" and "Temporary/Seasonal".

< Previous

Basics

Details

Preferences

Schools

Next >

NYIT

# HOW TO POST AN ON-CAMPUS JOB ON HANDSHAKE

## Job Details

The Job Details page is shown along with examples for each field.

Add and format a description for the job.

### \* Description

Normal text ▼ Black ▼ Bold *Italic* Underline [List] [List] [List] [List]

[List] [List] [List] [Link] [Image]

To run and maintain NYIT Manhattan Plot shop. Candidate will be tasked with checking in students who have files that need to be printed on the large format printers (Plotters). Candidates will be required to properly check in a job, making sure that the file to be printed is in the right format and that the login sheet is properly and completely filled out before accepting the file. Once accepted, candidate will ensure that the file gets printed and subsequently gets returned to the student at a pre-arranged time. Candidate will also be responsible for keeping a log of the files submitted as well as a log of the supplies used and will at the end of their shift, hand in the report to the shift manager.

You can copy and paste a description directly from your website - we'll retain all the formatting for you.

Choose Job Functions from the dropdown menu  
*This helps students search for jobs by their functional area.*

### \* Job functions

Customer/Technical Support

This will help students interested in specific functions search for your job.

Input the hourly wage

### Approximate Salary (enter a number, not a range)

\$ 11.00 Per hour ▼

Paid  Unpaid

Select a campus location for your job.

### \* Job Location

1855 Broadway, Manhattan, New York City, New York 10023, United States

[Add Another Location](#)

Allow remote workers?

Choose which documents to require students to submit with their application

### Required Documents

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

< Previous

Basics

Details

Preferences

Schools

Next >

NYIT

# HOW TO POST AN ON-CAMPUS JOB ON HANDSHAKE

## Job Preferences

Please make a note of this message



Students who do not meet work authorization, graduation date, GPA and major preferences will still be able to apply, but employers will be able to clearly see, and filter between, the applicants who match all of their preferences and those who don't.

These fields are optional but we strongly recommend that you choose options.



### Graduation date range *Hiring alumni? You can leave earliest grad date blank*

Earliest grad date

May  
2018

Latest grad date

May  
2021

### School years

- Freshman
- Junior
- Masters
- Postdoctoral Studies
- Sophomore
- Senior
- Doctorate
- Alumni

### Minimum GPA

### Majors *Select a category to choose specific majors*

- Agriculture, Food & Horticulture - 0 of 9 majors selected
- Arts & Design - 0 of 17 majors selected
- Business, Entrepreneurship & Human Resources - 0 of 24 majors selected
- Civics & Government - 0 of 9 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 17 majors selected
- Humanities & Languages - 0 of 12 majors selected
- Life Science - 0 of 14 majors selected
- Math & Physical Sciences - 0 of 4 majors selected
- Natural Resources, Sustainability & Environmental Science - 0 of 11 majors selected
- Social Sciences - 0 of 9 majors selected

Use this option to highlight the majors that would make a student qualify for the job.



### Applicant Packages *Specify who should receive the applicant packages*

- Gervais Attong ✕
- Email a summary of all applicants once my job expires
  - Email every time a new student applies
    - Send all applicants
    - Only send me applicants who match all of my preferences

Choose whether you would like to receive an email once your job expires or every time a student applies.



## Create Job

Choose Create on the bottom of the navigation to create and review your job.

