How to Post Wright State University On-Campus Student Employment Jobs in Handshake
Login to Handshake
Enter your Password.
Select Post a Job.
Enter **Department Name** followed by **Job Title**. For Example: University Career Center, Front Desk Assistant.

From drop down list, select the type of position.

Instructions for the remainder of this Handshake screen appear on next slide.
Always Select NO.

Select contact information viewable to students.

Select On Campus Student Employment.

Select Part-time.

Select Temporary/Seasonal.

Always Select NO.

Select Next to continue.
Enter Application Instructions First; Then Enter Job Description. You can copy and paste from a previous posting.

For example:

**Application Instructions:** Email student employment application, resume student availability grid to: firstname.lastname@wright.edu

**Job Description:** Responsible for checking student employment forms for accuracy. Schedule appointments using multiple calendar system...

- **Enter rate of pay.**
- **Select Job functions from drop down menu.** If NONE apply, select **OTHER.**
- **Select per hour from drop down menu.**
- **Job Location will autofill.**

Instructions for the remainder of this Handshake screen will appear on next slide.
Select documents applicants are required to submit.

If applicable, select **Other** and enter names of other documents requested.

In the description field, reproduce names of standard forms exactly. For example: Student Employment Application, Student Availability Grid, etc.

Select **Next** to continue.
Select class standing(s) eligible for this job. If appropriate, enter minimum GPA requirement. If job is OPEN TO ALL MAJORS, DO NOT CHECK ANY BOXES. If job requires specific majors, select the category, then group, to select specific Wright State majors. Instructions for the remainder of this Handshake screen appear on next slide.
Select frequency and type of email delivery of applicant information to you, from Handshake.

Select Next to continue.
Select Wright State University.
Wright State University appears as the school to which your job will be posted.

Select Create to post. Job will be pending until approved.