From Wright State University Student Employment, studentemployment@wright.edu

For On-Campus Student Employment Job Posters

CREATE A POSITION AND POSITION DESCRIPTION

If the job you want to post has never been posted before – if it is a brand new position or has not been posted since April 2024 – you must first create a Position Description and receive approval from the fiscal unit manager. Follow the Steps to Create Positions and Job Postings.

## READY TO SUBMIT A POSTING? LOG IN TO HANDSHAKE

1. Have your Position Description form ready for reference when you are ready to create a job posting.
2. Visit joinhandshake.com and select Log in.
3. If you've logged in before, Handshake will default to your most recently accessed account:
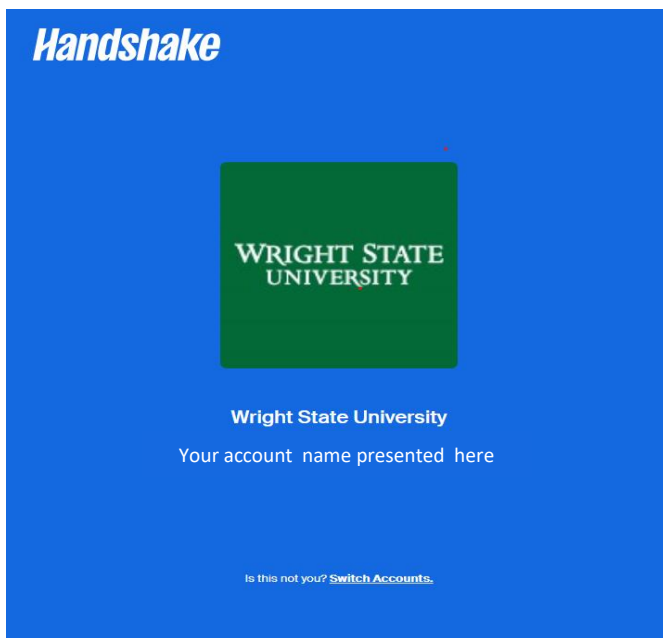
4. Do not log in with Wright State Campus Username – that is for student access.

5. Select *Or log in using your Handshake credentials*
   a. These credentials will be your wright.edu email as your username and the Handshake password you created.
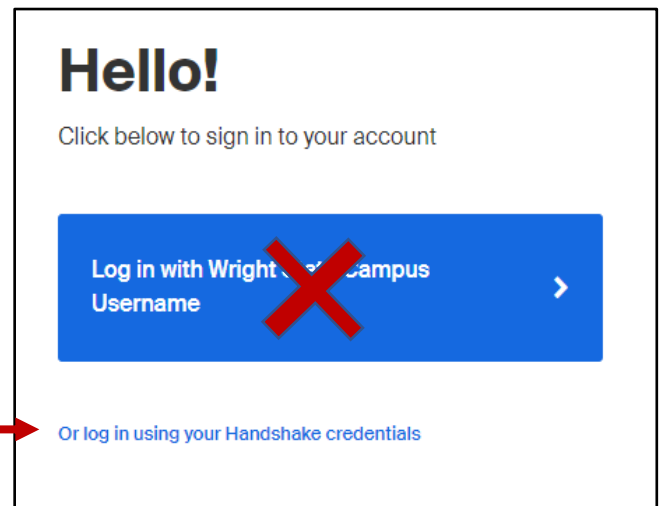
b. If you have previously used Handshake and your device is recognized, you may be taken directly to the password entry page – enter your Handshake password.

c. Once inside your Handshake account, select the Jobs module from the site navigation.
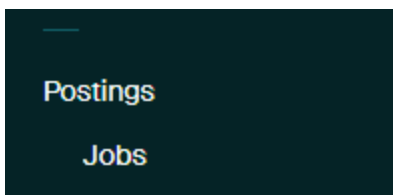
HOW TO COMPLETE A HANDSHAKE JOB POSTING FORM

6. **Job Title field:**
   Format:
   Department Name (spelled out), Job Title, (level I, II, III; course#; professor name)
   Examples:
      a. Physics, Teaching Assistant III (2400L-2410L)
      b. Pharmacology & Toxicology, Laboratory Research Assistant (Dr. Khalid Elased)
      c. Molecular Biology, Student Teaching Assistant (BMB 7520)
      d. CaTS Video Technology Services Production Assistant I
      e. Academic Success Centers, Peer Academic Coaching Leader, Level III
      f. Lake Campus, Science Department, Water Quality Lab Technician (Jacquemin Lab)

10. **Position Type:**
    Always select *On Campus Student Employment.*

11. **Work-Study program:**
    Leave this option UNCHECKED. This option does not apply to our postings. It controls an unrelated automated function in Handshake.
    You won't be able to submit the posting to us if you check this box.

12. Job description field:

<mark>In the Handshake Job Description field, include all of the following bulleted, bold-faced items the requested descriptive information and, where indicated, the related links and explanations.</mark>

- **GENERAL ELIGIBILITY FOR ON-CAMPUS STUDENT EMPLOYMENT:** https://www.wright.edu/human-resources/student-employment/students-on-campus-jobs#eligibility

- **COMPENSATION SOURCE FOR THIS POSITION:**
  [Include one of the following options:]
  Compensated by regular dept. budget only.
  Compensated by regular dept. budget or using Federal Work-Study award.
  Compensated using Federal Work-Study award.

- Applicants: learn about funding sources: http://www.wright.edu/human-resources/student-employment/students-on-campus-jobs#position

- **APPLICATION INSTRUCTIONS:**
  [remove any documents from the list that you don't require in the application:]
  Apply in Handshake by submitting the following required documents:
  Resume
  Cover Letter
  Transcript
  Other Document(s): *[provide the name(s) of other document(s)]*

  [If you require a Student Employment Application Form as an Other Document, include the following instructions:]
  A completed Student Employment Application Form is required: http://www.wright.edu/sites/www.wright.edu/files/page/attachments/student-employment-application.pdf

  [if you list Other Document(s), also include the following instructions:]

  Applicants: Handshake allows the upload of only a single file for Other Document.
  If more than one document is named in the list of Other Documents, save *each* document as a PDF and then *combine those multiple PDFs* into a single file.

- **PHYSICAL LOCATION WHERE DUTIES WILL BE PERFORMED:**
  List which campus, the name of the building, the name of the office or department, the room number and the building if duties are confined to a particular office space.

  If duties extend beyond a single, specific location, include and explain additional locations.

  > For example, in addition to the main reporting location for CaTS classroom support, this section might indicate: Job duties will be fulfilled in a variety of classroom locations across the Dayton campus, as needed.

  If the position is not fulfilled in an on-campus location, indicate the name of the outside organization that owns the off-campus location, the organization's street address (and suite if applicable), city, and state.

- **TYPICAL WORK SCHEDULE:**
  Days of week, times of day, number of hours per week. Include any special scheduling that might occur outside the regular schedule.

  [Also include the following statement and link:]
  Applicants: there are limits on the number of hours a student may work each week, in all jobs combined; allowed hours may vary for each student. Review limits on work hours each week, in all jobs combined.

- **POSITION OVERVIEW:**
  Brief and general summary of the position – a few sentences up to a short paragraph.

- **GENERAL QUALIFICATIONS FOR THE POSITION:**
  Bullet points are helpful. The broad scope and 'soft skill' qualifications necessary for this position.

  > Examples: customer service, interpersonal communications, familiarity with office equipment, experience in an office environment.

- **SPECIFIC QUALIFICATIONS FOR THIS POSITION:**
  Bullet points are helpful. The highly specific items that qualify the applicant, and the 'hard skills.'

  > Examples: completion of a specific course above a specified final grade; if a Level I – II – III job, the specific qualifications required at this level that account for the difference in level and pay rate; valid driver's license; particular hardware and software skills; specific office equipment use; certifications; previous work experience of a specific type; employment at a particular lower level of this position or in a related role; number of months or years of experience in a related role (specify role).

- **NAME AND TITLE OF DIRECT SUPERVISOR:**
  First name and last name, title of the direct supervisor for this position.

- **PURPOSE / ROLE OF THE POSITION WITHIN THE HIRING DEPARTMENT:**
  How this role helps achieve the department's general operations and overall success.

- **DUTIES AND ESSENTIAL FUNCTIONS ASSOCIATED WITH THE POSITION AND HOW THEY RELATE TO THE ROLE, AND PERCENT OF TIME:**

  From EEOC government website https://www.eeoc.gov/laws/guidance/ada-your-responsibilities-employer - *Essential functions* are the basic job duties that an employee must be able to perform, with or without reasonable accommodation. You should carefully examine each job to determine which functions or tasks are essential to performance. (This is particularly important before taking an employment action such as recruiting, advertising, hiring, promoting or firing).

  Would you like assistance identifying essential functions? Please consult with your Human Resources Business Partner (HRBP).

  List essential functions in groups. Next to the group heading indicating percentage of time for each group of functions. If needed, include subheadings for each group. Include items describing abilities required to perform essential functions.

- **EVALUATION PROCEDURES AND SCHEDULES:**
  How the employee's performance be evaluated and on what schedule. List forms and/or surveys that will be used as evidence of performance. Identify the specific metrics that will be used to determine successful fulfillment of the role.
  [If you will use the Student Employment evaluation form, include the following link:]

Student Employment evaluation form

[if the employment is not *a time-limited position, include the following statement:]*
In ongoing positions, there is opportunity for continuing employment in the position, depending on the outcome of the evaluation.

- **ADDITIONAL HIRING PROCESSES MAY BE REQUIRED.**
  Review the following chart of special considerations and, if the position you want to post has one or more of the items, email studentemployment@wright.edu. We will assist you in determining if additional items need to be included in your job posting.

Include which of the following special considerations, if any, apply to this position.
Will the employee in this role interact with individuals less than eighteen years of age?
In this role, will the employee drive a vehicle as part of their duties and responsibilities?
In this role, will the employee chauffeur others?
Is Environmental Health and Safety training necessary for this role? Examples requiring such training include but are not limited to hazards such as use of chemicals, sharp tools, or mechanized equipment, or activities such as climbing, boating, heavy lifting, that could pose a danger to the worker and/or bystanders?
As part of job responsibilities, must this role be prepared to deliver emergency medical assistance? For example, including but not limited to CPR or first aid.
Is a pre-employment physical exam required for this position?
In this role, will the employee have access to protected information linked to university records of students, staff or faculty?
Does the student employee have responsibilities for cash handling?
Is the position to be funded by a grant?
Other special considerations not covered by those already described.

- **DOES THIS POSITION PROVIDE COMMUNITY SERVICE ACCORDING TO THE FOLLOWING DEFINITION?**

  [This information will not be included in the job posting but is necessary to know for the university's Federal Work-Study program.

  Definition of Community Service: Whether performed at an on-campus or off-campus location, does this position provide service to individuals beyond Wright State, to improve the quality of life for community residents or to solve particular problems related to those residents' needs?]

  Yes

  No

  > *If Yes, describe the community residents and the needs served by this position.*

  > *Does this community service position provide tutoring or literacy services?*

  > *Include the following statement at end of job description field:*

  Wright State University is an equal opportunity employer.

  [end of Job Description field.]

13. Next Handshake section: Location requirements

  b. **Location type**: *[typically* Onsite*, but if position involves some supervised remote work,* Hybrid *may be selected.]*

  c. **Onsite location:**
      [Will generally be one of the following locations where the work will actually be performed. If the work location is on the Dayton Campus, then type in the entire address as follows and check for accuracy if Handshake auto-fills the address for you:]
      3640 Colonel Glenn Highway, Fairborn, Ohio 45324, United States

      [If the work location is on the Lake Campus, then type in the entire address as follows and check for accuracy if Handshake auto-fills the address for you:]
      7600 Lake Campus Drive, Celina, Ohio 45822, United States of America

      [If the work will be performed in an off-campus location, enter the exact street address, city, state, and zip for that location.]

Location requirements

Location type

Onsite

Onsite location

3640 Colonel Glenn Highway, Fairborn, Ohio 45324, United States

14. Next Handshake section: Time requirements

Schedule always = Part time;
Reminder: student employees are limited to 20 or 28 hours per work week, calculated on hours worked in all student employment jobs combined.

Employment duration always = Temporary or seasonal.

Estimated start date:
> Enter desired start date. This is an estimate only. Start dates cannot be guaranteed. Allow enough time from the Application open date (entered in a later section) and this Estimated start date for all job posting, interview, hiring and onboarding processes. The complete timeline can take six weeks or more, depending on many factors. If you are unsure of an adequate timeline, please consult with your Human Resources Business Partner (HRBP).

Estimated end date:
> If the position is a time-limited program opportunity with absolute end date, such as a summer camp or orientation position, enter the end date of the program. Otherwise, enter the date of the last Friday of the last pay period that falls fully inside the spring semester academic calendar.

Time requirements

Schedule

Part time

Employment duration

Temporary or seasonal

Estimated start date

--

Estimated end date

--

15. **Next section: Compensation and benefits**

*[Select Rate = **Per hour***;
and enter the exact amount (not a range).
All student employees working in the same title, at the same level, must be compensated at the same hourly rate.]

Additional compensation, Benefits, Perks, Additional benefits: *[Leave these items blank.]*

Compensation and benefits

Expected pay

10 [$ amount] USD per hour

Additional compensation

--

Benefits

--

Perks

--

Additional benefits

--

16. Categorize your job:

Selections in this section are used by students to search Handshake for groups of jobs in the particular category.

- When selecting the category, job posters are to use one of the following standards:
    - **Office and Administrative Support Worker** for positions providing office support, (front desk, filing, data entry, scanning, phones, cataloguing, customer service, copying, etc). This category will be the most appropriate selection for a large number of on-campus job postings.
    - Other standard selections:
        - **Building and Grounds Cleaning and Maintenance Workers** for facilities maintenance.
        - **Computer User Support Specialists** for Help Desk and other computer support positions.
        - **Home Health and Personal Care Aides** for positions providing assistance to other students for personal care activities.
        - **Library Technicians** for positions assisting in the libraries.
        - **Musicians and Singers; Actors**; etc. for performers [search for and select the specific performer type].
        - **Public Relations Specialist** for positions where providing social media content is the primary responsibility.
        - **Recreation Workers** for positions that train, lead or otherwise support recreation programs, and/or monitor facilities check-in/check-out.
        - **Residential Advisors** for positions that provide on-site support as resident advisors in residence halls.
        - **Teaching Assistants, Postsecondary** for graduate level positions that are teaching assistants providing support to classes.
        - **Tutors** for positions where the primary responsibility is providing tutoring, mentoring, in-class support, or supplemental instruction.
        - **University Student Researchers** for research assistants helping in faculty labs.

Categorize your job

Job role groups

17. **Candidate qualifications:**

We recommend leaving this section empty of selections. Instead, include the general and specific qualifications in the Job description field. Making selections in this section activates automated messaging to applicants that, in some circumstances, may incorrectly label the applicant as not qualified for the position. Instead of selecting options in this section, we recommend listing these preferences in the general or specific qualifications sections of the Job description field.

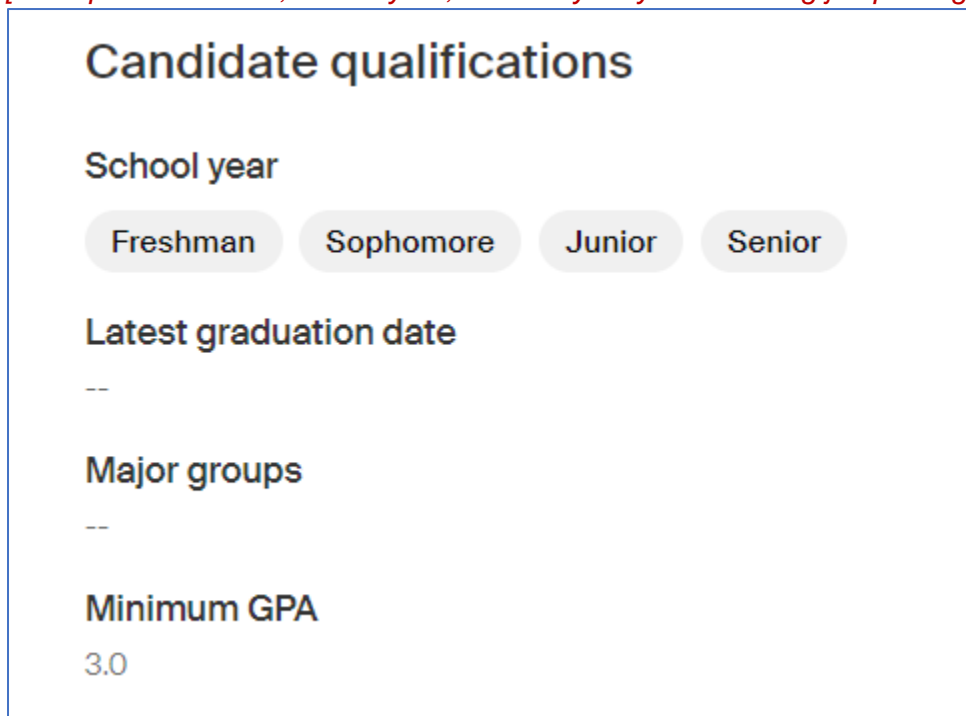Additional information about selection options:

School year – this information is automatically updated from the student's Banner record on a nightly basis.

Graduation dates – this field in the applicant's Handshake profile requires them to fill in manually. If left blank in their profile, your inclusion of a graduation date selection may incorrectly exclude qualified applicants. We recommend leaving this option blank. Instead, include a preferred graduation date in the General Qualifications section of the job description field.

Majors / Major Groups – an applicant's major is automatically uploaded from the student's Banner record on a nightly basis. However, if a student changes their major, the change takes effect in their Banner record and in their Handshake profile at the start of the next semester.

GPA – this information is automatically updated from the student's Banner record on a nightly basis. However, a GPA will be present only for students who have completed at least one semester at Wright State. A student returning to Wright State but who has not yet completed a semester in their new enrollment will have the GPA from their previous enrollment imported into Handshake until an updated GPA is established.

[Example screenshot; school year, GPA may vary on incoming job postings or be left blank:]

Candidate qualifications

School year

Freshman   Sophomore   Junior   Senior

Latest graduation date

--

Major groups

--

Minimum GPA

3.0

18. **Choose schools:**
    [Enter Wright State University into the Post to specific schools field and select Wright State University from the dynamic dropdown list. If Wright State University does not appear to you as an option, contact studentemployment@wright.edu]

- **Application process:**

  Specific items selected in this section must match the Application Instructions you described in the Job Description field.

  Application open date
    The Application open date controls the first date and time that applications may be submitted to the posting. You can submit the posting weeks ahead and set the Application open date to a future date. Allow enough time between submission and Application open date for Student Employment review of the job posting. Set the Application open date date so there is at least the required five business day minimum public availability of the posting.

  Application close date
    The Application close date is the date and time that the job posting will no longer accept applications - on this date, the posting will disappear from applicant view. After the submitted job posting has been moved to Approved status by Student Employment, all student employment job postings must be available to applicants for a minimum of five business days. Review of applications and beginning of interviews must be deferred until after the five-business day minimum posting requirement.

  Number of hires – enter the expected number of individuals the department expects to hire for the position (this is an estimate only; the final number hired may vary).

  How will the candidates submit applications?
    Always select On Handshake.

  Documents required for application:
    The documents you select here will prompt Handshake to require applicants to submit them with the application. Your selections in this part of the job posting form must match the list of documents you specified in the Application Instructions section of the Job description field.
    Document options to select include:
        Resume
        Cover Letter
        Transcript
        Other Document(s)

    If you select Other Documents, an Instructions to Applicants window will pop up. Name the Other Documents you require and indicate "as described in the Application Instructions of the Job Description field."

    If you specify multiple documents in the Other Documents instructions, carefully review the incoming applications to verify that all documents you require are included in the applicant's upload. Handshake will only allow a single document to be uploaded to Other Documents. If you request multiple documents, the applicant must ensure they are combined into one PDF before uploading.

Application process

Application open date

2/27/2025 6:00 AM -05:00

Application close date

5/2/2025 6:00 PM -04:00

Number of hires

7

How will candidates submit applications?

On Handshake

Additional required documents on Handshake

Other Document, Cover Letter, Resume

Instructions for applicants

Student Employment Application
https://www.wright.edu/sites/www.wright.edu/files/page/attachments/student-employment-application.pdf

- **Your hiring team:**
Company division: from the drop-down list, choose the source of compensation for this position. It must match the compensation source you indicated in the Job description field.

Your name will automatically be attached to this posting as the Job owner.
   If you need to receive the submitted applications, select all the Email settings that indicate how you want to receive applications. If you do not want to receive application information via email, leave all options unchecked. If you elect not to receive emails, all application information will be available for review inside Handshake.

Hiring team members (optional)

   Are there others in your department who needs to receive emailed application information? Select Invite new teammate and fill out the popup form to add those names in this space. Names added to the list must be a Wright State employee other than a student employee. Select the Email settings for the additional hiring team member.

Your hiring team

Company division
Compensated by regular dept. budget or using Federal Work-Study award
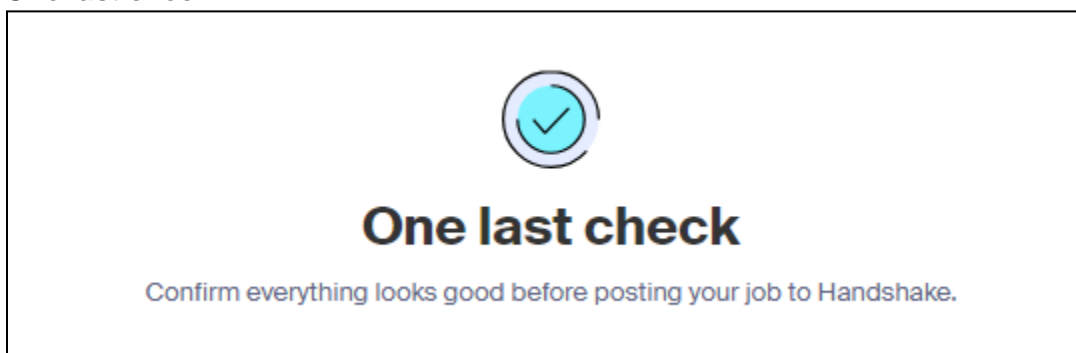
Job owner
Job poster's name will appear as Job owner

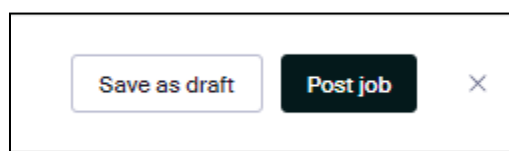### Hiring team members
--

- **One last check:**

Handshake will present you with a screen reflecting the data you entered.
If you are not done creating the job posting, you may select Save as draft.
    If you Save as draft, you'll need to select View drafts when you want to next locate the form.
If you are satisfied with your job posting information, select Post Job.

∙∙

ADDITIONAL NOTES, RECOMMENDATIONS for job posters:

- Keep a record of the job title, the date you submitted the posting, and the job posting number that is automatically assigned by Handshake.
  - The next time you need to generate a new applicant pool, search for the job posting by the Handshake #, duplicate the job posting, then edit the duplicate.
    - Duplicating the job removes the previous round of applicants.
  - You will also need the Handshake job number to complete a Personnel Action Grid.
- Submitting a posting enters the posting into Pending status.
- All submitted postings are reviewed by Student Employment and, in some cases, Human Resources Business Partners (HRBPs).
    - Review time varies. During periods of heavy student employment workload, expect longer review periods. If your submitted job posting does not follow the instructions on this form or more information is required for compliance with laws, policies or best practices, the review process will be extended while we collaborate with you to address the issues. Consulting with your HRBP on the position description before you submit the job posting will expedite the process.
  - Editing may be required before the posting can be approved.
  - Monitor your posting in Handshake and your wright.edu email to learn if editing is required and to learn when the submitted job posting is moved to Approved status.
- After review and approval, the submitted posting must be in Approved status in Handshake for a minimum of five business days before commencing review of applications and before starting the interview process.
- Each time you are seeking a new round of applicants for an expired job description, you must first duplicate the previous job posting and then edit the new copy.
- To protect sensitive information, always sign out of Handshake when done.
- Do not save your Handshake password to your computer or other devices.