



## ON-CAMPUS STUDENT EMPLOYMENT FACULTY/STAFF INFORMATION SHEET



### WHAT TO DO FIRST

1. If you have not already, **ACTIVATE YOUR HANDSHAKE ACCOUNT**. Contact the Career Development Center for an Employer Invite link to connect with the East Central University On-Campus Employment employer page. This will give you access to post student positions for your office.

2. Use **ecok.joinhandshake.com** to log in. Sign in using your ECU email and the password you created. This will take you to the ECU On-Campus Student Employment dashboard.

### HOW TO POST A JOB

1. Click 'Post a Job' from the dashboard or click 'Jobs' in the left navigation bar.
2. Click 'Create Job' in the top right corner.
  - a. You will complete 4 tabs in the posting. All fields are required except the fields that state 'Optional' next to them.
    - i. **BASICS:** Choose 'Apply in Handshake'. Add the name of the position you are hiring for. Select your 'Division' (or Department) from the drop-down menu. Choose whether or not to add your contact info for students to see. Select 'On Campus Student Employment' for the Job Type. Choose 'Part Time', 'Permanent' or 'Temporary/Seasonal'. Click 'Yes' for Work Study Eligibility (see FWS Communication and Process to Hire a Student Worker for clarification). Click Next or the Details button to move to the next screen.
    - ii. **DETAILS:** Create your job description. A job description can be copied and pasted from a previously used description. Choose a Job Role from the drop-down menu. A good general role to choose is 'General and Miscellaneous Office Clerks and Administrative Support Workers'. Enter the number of students you are hiring for the position. Click 'Paid' and enter the hourly wage of \$8.00, unless another amount has been approved. Job Location will be the University address. Next will be the Required Documents for students to successfully apply. The first three options are optional, however, 'Other Documents' is required. In the text box you will add:
      1. Click the link, Complete application, Save it to your computer, Upload to Apply.  
[https://www.ecok.edu/sites/default/files/Application%20for%20Student%20Work%20\(Fillable\).pdf](https://www.ecok.edu/sites/default/files/Application%20for%20Student%20Work%20(Fillable).pdf)
      2. Student Employment Application must be complete to be considered for this position.
    - iii. Add the application link as an attachment after you save the job posting. Career Center staff can add this for you if you forget.
    - iv. Choose 'No' on US Work Authorization requirement. Click Next or the Preferences tab.
    - v. **PREFERENCES:** This section is optional. Adding preferences will not block any student from applying. This is a function that employers can use to search for students that meet criteria and they can reach out and recruit those students. Also, if students do not have these preferences added to their profiles they will get a message telling them that they do not meet all of the requirements and employers are not able to see them in their filtered searches.
      1. Applicant Packages: it is recommended to be emailed as students apply.
    - vi. **SCHOOLS:** ONLY CHOOSE EAST CENTRAL UNIVERSITY so that only our students will see the postings for our campus. Add the Start and Expiration date and time for the posting.
      1. If you hire a student, go into the job posting, click applicants, mark the student as hired, mark all other applicants as Declined. This will send a auto-generated message to the other students that you have hired someone. You will always be able to go back see all applicants if needed. Lastly, Expire the job posting.
    - vii. **Preview and Save:** This let you view the posting and make any changes if necessary. Hit Save to post your On-Campus Student Employment Position!