

## Posting an On-Campus Student Position Instructions

# Handshake

UMBC uses [Handshake](#) for connecting students with job and internship openings, including on-campus opportunities. Handshake offers broad visibility, ease of job posting, and is the best way to get your job opportunities in front of UMBC students.

If you have any questions, please contact [careers@umbc.edu](mailto:careers@umbc.edu).

### Table of Contents

Creating Your Handshake Account.....	1
Connecting to Your Department in Handshake.....	5
Creating Your Department in Handshake.....	7
Post an On-Campus Job on Handshake.....	8
Review and Post Your Job.....	17
Finding Your Job.....	17

## Creating Your Handshake Account

The first step to getting your on-campus job into Handshake is creating an employer account using your UMBC email address.

- Navigate to [Handshake](#) via the Careers website.
- If you have used Handshake before, login using your UMBC email address and Handshake password
- If you are new to Handshake, register as an employer using your UMBC email address

# Handshake

## Get the job done

**Students**  
Launch the next step in your career.

**Employers**  
Hire the next generation of talent.

**Career Centers**  
Bring the best jobs to your students.

[Learn More](#)

No account? [Sign up here.](#)

## Sign in

**Students & Alumni (USA)**  
Please select your school to sign in.

Please select your school to sign in ▼

**New to Handshake?** Select your school to get started.

**Employers & Career Centers (USA)**  
Please sign in with your email.

email@example.edu

Next

- Register as an employer in Handshake by clicking “Register here”
- Fill out the user information and click “Save and Continue”

# Handshake

## Let's find your next job

Join Handshake's community of job seekers, the best place for students, early career professionals, and career changers to find jobs and internships.

Email address

Using an .edu email will get you quicker access to Handshake.

Continue

Are you an employer?  
[Register here](#)

Already have an account?  
[Sign in here](#)

Step 1 of 3 - User Information

Save and continue

Welcome to Handshake

Before continuing, we need a bit more info

First name

Last name

Phone Number

Job Title

ie, University Recruiter

Country

Tell us the types of candidates you would like to find

Don't worry if you can't find all the categories you need. You'll be able to add more later.

☐ Agriculture, Food & Horticulture

☐ Arts & Design

☐ Business, Entrepreneurship & Human Resources

☐ Civics & Government

☐ Communications

☐ Computer Science, Information Systems & Technology

☐ Education

☐ Engineering

Add your Alma Mater

School Name

Grad Year

Select School

2024

☐ My school is not listed, let me type my own

Add another Alma Mater

Save and continue

Rich, Validated Data

Find the right fit across 13.4 million verified student and alumni profiles

230k data mining students

385k entrepreneurship students

320k economics students

200k accounting students

- Read over the Handshake Employer Guidelines
- Select “No” for third party recruiter
- Check the “I agree to Terms of Service and Privacy Policy”
- Click “Save and Continue”

3

## Handshake Employer Guidelines

Millions of early talent professionals place their trust in Handshake and the companies on our platform. To maintain that trust, all employers on Handshake must agree to the following general guidelines, in addition to our [Terms of Service](#):



**Be Accurate and Trustworthy:** Tell the truth about your company, your team and the jobs available. If your opportunities require upfront costs, disclose that in your company description and job postings.



**Keep Your Commitments:** When you make a commitment to a school or candidate, keep it. If you can't, work to provide a fair and equitable path for affected candidates.



**Be Fair:** Do not discriminate based on ethnicity, national origin, religion\*, age, gender, sexual orientation, disability or military / veteran status or lack thereof.



**Keep Student Info Confidential:** Guard student information as if it were your own. Do not disclose any personal information without the prior consent of a student.

In addition, most career service centers require employers to abide by the full [NACE Principles for Employment Professionals](#).

Are you a 3rd party recruiter working on behalf of another company?

Yes

No



I agree to the [Terms of Service](#) and [Privacy Policy](#)



I agree to receive marketing messages including promotions and special offers from Handshake.

\*As with EEOC's Title VII, this does not apply to institutions whose purpose and character are primarily religious (i.e. a ministry).

Save and continue

- You will then get an email to confirm your account

## Handshake

# Confirm your email address on Handshake

Hi Annie,

Welcome to Handshake! Please confirm your email address to get started:

Confirm Email

If this is a mistake, you can [cancel the registration](#) at any time.

## Connecting to Your Department in Handshake

- If your department already exists in Handshake, select to “request” to get connected. (Do Not select UMBC Career Center)
- When your account is created an email is sent to your UMBC department account owner for approval. Once approved, there may be a short delay for Handshake to update before you can access your account.
- You will receive an email that you have requested access to your department in Handshake


Handshake

Help Annie

Step 3 of 3 - Join Company

Next: Finish

Great! It looks like your company is already in Handshake.




Request

**National Security Scholars Summer Intern Program w/the Army Research Lab**

The University of Maryland is offering approximately 40 paid summer team intern positions for the summer of 2023 as part of its National Security Scholars Summer Internship Program (NSSSIP) which is supported through a Cooperative Agreement with the Army Research (ARL). Interns will be mentored by ARL researchers and will work on site at ARL facilities (details given in each topic) in teams of 3-5...

Adelphi, Maryland, United States | <https://www.arl.army.mil/>




Request

**Research Graphics**

Research Graphics is a core facility of the College of Natural and Mathematical Sciences, we offer a variety of creative services such as printing, photography, graphic and web design to faculty, staff, students, & the greater UMBC research community.

1000 Hilltop Circle, Catonsville, Maryland 21250, United States | <https://researchgraphics.umbc.edu/>



Request

**The Choice Program at UMBC**

We believe that young people thrive when they have access to supportive resources and are able to contribute to and connect with their communities. The Choice Program at UMBC is a not-for-profit organization administered by The Shriver Center at The University of Maryland, Baltimore County (UMBC). For 30 years, Choice has engaged, mentored, trained, and advocated for youth. The overarching...

1000 Hilltop Circle, Baltimore, Maryland 21250, United States | <http://choiceprograms.org>

Are you a part of a division within this company?

No problem. First join this company, and then you'll be able to set up your division within it.

Unable to join?

For security reasons, if you're using a personal email address you won't be able to join this company. Either [contact us](#) or [start the sign-up process over](#) with your company email address.

Not your company?

Create New Company

Handshake


Help Annie

Thank You for Signing up for Handshake!

Your Current Status:

Pending approval at UMBC Career Center

Pending connections with 0 schools



Your approval request has been sent. **As soon as you're approved, we will notify you via email.**

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**While You Wait**

Get started by learning more about Handshake

5

***Handshake***

## **You've requested access to UMBC Career Center**

Hi Annie,

You have successfully requested access to UMBC Career Center on Handshake. An alert has been sent to the schools you requested to connect with, as well as staff members at your company.

We'll send you an email as soon as they approve you!

- Once approved by the department owner, you will receive an email

***Handshake***

## **Your request for access to UMBC Career Center has been approved!**

Hi Annie,

UMBC Career Center has approved your request to join Handshake, Welcome!

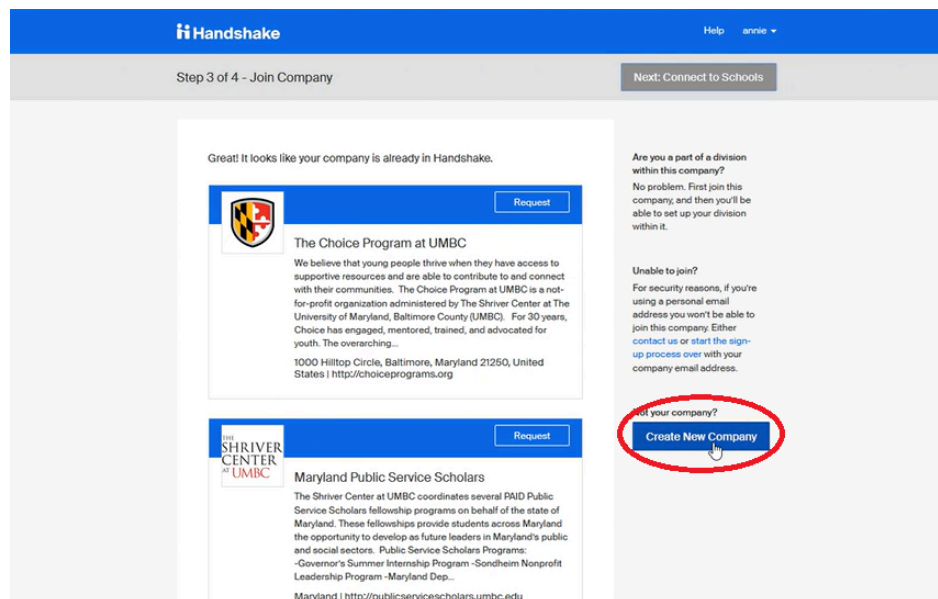
**LOG IN**

## Creating Your Department in Handshake

- If your office is not in Handshake, please follow the step-by-step [tutorial video](#) on creating a department or office for on-campus jobs.
- Once your department is created in Handshake, you can use it for posting your on-campus job.

To make this as seamless as possible, we are happy to create your account for you if you are having issues setting up your department in Handshake. Please email [careers@umbc.edu](mailto:careers@umbc.edu) once you have set up your account or if you need assistance.

- Log-in to your Handshake Account
- Click “Create New Company”
  - If your department already exists in Handshake, simply click “Request” to be connected to that department



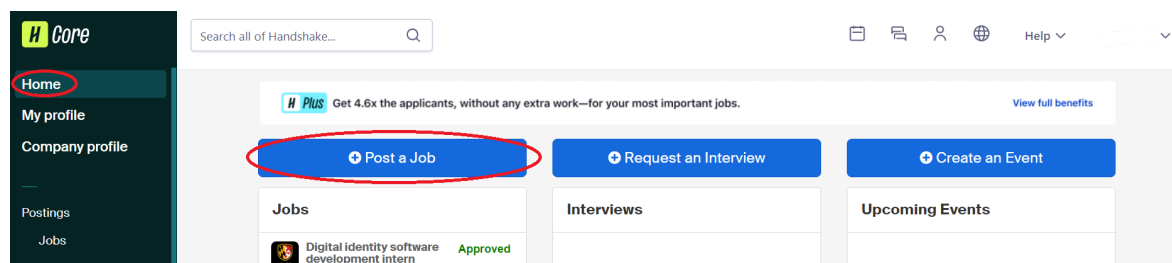
- Fill in the required fields for your company
- The company name will be “UMBC Department of Example” or “UMBC Example Department”
  - Always use “UMBC” and then your department name

- You will then go through our normal approval process
- After approval, you can post your jobs

## Post an On-Campus Job on Handshake

Once your account has been approved, you can post your on-campus jobs on Handshake.

- Click “Post a Job” from your home dashboard, or click “Jobs” on the left navigation bar to access the Jobs page, then click the blue button “Create Job” in the upper-right corner of the page.



You'll now be required to complete the requirements for posting. You also have the option to use the “Preview” tab to confirm your posting details. All fields are required, except those that state “(Optional)” next to the field name.

**Best Practice:** *The more fields you complete, the more well-defined your job posting will be!*



## Basic Information

- Fill in the job description for the on-campus job.

### Basic information

#### Job description

[Copy description from existing job](#)

Be sure to include specific skills you're looking for, minimum requirements, and expected responsibilities.

**B** *I* U **:=** **:=**

Federal Work Study Job Test

☐ Automatically fill in the rest of this job post using the job description. You'll get to confirm everything's correct before posting.

Continue

## Position details

- Fill in the Job Title
- Select "On Campus Student Employment" for the position type
- DO NOT check the Work-Study program box
- Click continue

### Position details

#### Job title

Test On-Campus Job

Tips for good job titles:

- ✓ Spell out words instead of using abbreviations ("Senior" instead of "Sr").
- ✓ Avoid using all caps.
- ✓ Avoid numbers or special characters.
- ✓ Keep it concise at 2-5 words.

#### Position type

- ☐ Job
- ☐ Internship
- ☒ On Campus Student Employment
- ☐ Other

☐ Work-Study program

Back


Continue


## Location requirements


- Select “onsite” location
- Add UMBC’s address: 1000 Hilltop Circle Catonsville, MD 21250
- DO NOT select that the job is at a residential address
- Click Continue

## Location requirements

Where should candidates expect to work?

☒   
**Onsite**  
Employee works in person from a specific location.

☐   
**Remote**  
Employee works from home.

☐   
**Hybrid**  
Employee works a combination of onsite and remote.

### Onsite location

▶ Add the city and state where the job is located. If you're hiring in multiple cities, include them all.

1000 Hilltop Cir, Catonsville, Maryland 21250, United States ✕

☐ Job is located at residential address

Back

Continue

## Time Requirements

- Select part time
- Enter the amount of hours available
- Select Temporary or seasonal
- Enter the estimated start and end dates
- Click continue

## Time requirements

How much should candidates expect to work?



### Full time

30 hours per week or more



### Part time

Less than 30 hours per week

### Hours (optional)

hours per



### Employment duration



Permanent



Temporary or seasonal

### Estimated start date



### Estimated end date



## Expected Pay

- Fill in the expected pay per hour
- You can skip the additional compensation, benefits, & perks sections

### Expected pay

[Don't show pay](#)

Jobs located in jurisdictions that require a pay range (including jobs performed remotely from those jurisdictions) must include pay on the job post.

Range	Custom range	Exact amount	Unpaid
Rate	Amount	Currency	
Per hour ▾	15-20 ▾	USD ▾	

### Additional compensation (optional)

Signing bonus	Bonus	Commission	Tips	Equity package
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### Benefits (optional)

Medical	Vision	Dental	Paid time off	Paid sick leave
Parental leave	401(k) match	FSA or HSA plans	Life insurance	
Disability insurance	Student loan repayment	Tuition reimbursement		
Relocation assistance	Commuter assistance	Pet insurance		

### Perks (optional)

## Categorize Your Job

- Select a job category
- Click continue

### Categorize your job

Tell us the type of job you're hiring for by adding job role groups.

#### Job role groups

Search by job role or job role group. Add up to 3 groups. [Learn more](#) or [request a new job role group](#).

e.g., Accountants, Electricians, Marketing Managers



Office and Administrative Support Workers X

Back

Continue

## Candidate Qualifications

- Select the skills you are looking for
- Select the school year you are interested in
- Select graduation date
- Enter the GPA you are looking for
- Click Continue

### Candidate qualifications

Add your must-have qualifications to refine your candidate matches.

#### What you're looking for

Add up to 7 skills. We'll use these to show candidates at a glance what you're looking for.

Skills



Administrative Assistance X

**School year** (optional)

Freshman

Sophomore

Junior

Senior

Masters

Masters of Business Administration

Doctorate

Postdoctoral Studies

Certificate Program

First Year Community / Technical College

Second Year Community / Technical College

Alumni

**Latest graduation date** (optional)

Month

Year

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**Major groups** (optional)

Major groups combine related majors from every school on Handshake. [Choose majors by school.](#)



**Minimum GPA** (optional)

Only include if your job has specific requirements.

Back

Continue

## Choose schools

- Select University of Maryland, Baltimore County (UMBC) only as the school to post your position with
- Click continue

## Choose schools

Where would you like to post your job?

Post your on-campus job to just 1 school, unless you have special permission.



**Post to specific schools**

Choose from schools where you have permission to post Work-Study jobs. [View permissions.](#)

Search by school name or location



Lists

University of Maryland, Baltimore County

Back

Continue

## Application Process

- Select application open and close dates
- Select the number of students you plan on hiring from this job post

### Application process

What's the application window and process?

#### Application open date

2024-04-26 06:00 AM GMT-4



#### Application close date

2024-10-26 06:00 AM GMT-4



#### Number of hires

This will not show up to candidates.

1

- Choose how candidates will submit their applications. We recommend using Handshake, unless you are required to use an external website. It is very easy to sort and communicate with applicants.
- Select which documents are required for this position.

How will candidates submit applications?



#### On Handshake

Keep all your applications in one place.



#### On a separate website

Enter a website or Applicant Tracking System URL.

#### Additional required documents on Handshake

☒ Handshake profile

☐ Resume

☐ Cover letter

☐ Transcript

☐ Other

Back

Continue

## Set Up Email Alerts

- Select who will get email alerts. The job creator's name is listed first. You can also add other team members to receive emails by choosing from the dropdown.
- If you haven't added them as a contact yet, there will be an add new contact option at the bottom of the dropdown.

### Email settings

- ☒ Send summary email once application period closes
- ☒ Send email when a candidate who meets qualifications applies
- ☐ Send email when a candidate applies

## Your hiring team

Set up your hiring team to keep everyone informed, and manage how they receive updates.

Job owner (optional)

Choose team member

### Hiring team **H Plus**

Include 2 more hiring team members in job notifications.

Hiring team members (optional)

[Invite new teammate](#)

Choose team member

[Back](#)

[Continue](#)

## Standard Plan

- Select the standard plan. The premium plan is not available to UMBC departments.

### Get more applicants, fast

<b>H Plus</b> \$299 / month	<b>H Core</b>
<b>Handshake Plus</b> Popular	<b>Standard plan</b>
Get <b>4.6x the applicants</b> in your first month.	Recruit on your own timeline.
<input checked="" type="checkbox"/> More eyes on your job	<input checked="" type="checkbox"/> Job shown in search results
<input checked="" type="checkbox"/> More messages, matches, and filtering	<input checked="" type="checkbox"/> Limited messages
<input checked="" type="checkbox"/> Better analytics and expert support	
<input checked="" type="checkbox"/> Automated outreach to top candidates	
Cancel anytime.	

[Back](#)

[Continue](#)



## Review and Post Your Job

- Check to confirm that all of the information is correct. If you're happy with the job preview, click “Post Job” in the upper-right corner.
- Your posting will be sent for review and approval by UMBC Career Center staff

Create job post

Save as draft

Post job



### One last check

Confirm everything looks good before posting your job to Handshake.

Basic information

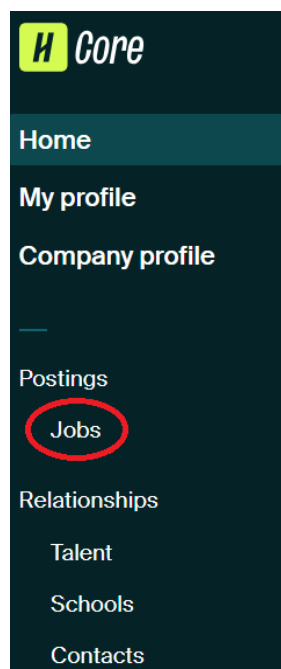
[Edit](#)

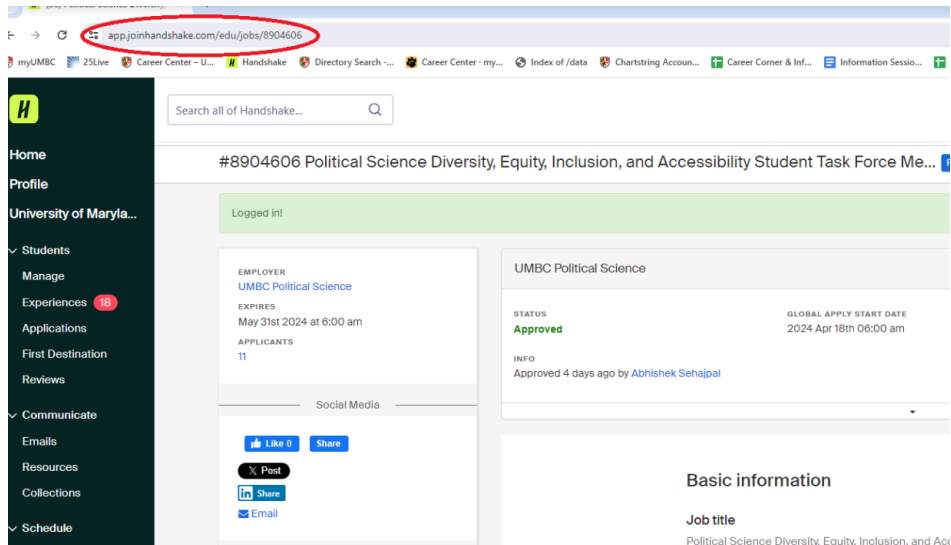
Job description

Federal Work Study Job Test

## Finding Your Job


- You can view your job anytime by clicking “jobs” on your dashboard menu.
- If you want to share the job, copy the link from the URL bar. When students click that link it will look different for them. They will see all the information and be able to apply.





## Student View



- This is how the job will appear to students




**UMBC Political Science**  
 Higher Education

## Political Science Diversity, Equity, Inclusion, and Accessibility Student Task Force Member


Posted 3 days ago · Apply by May 31, 2024 at 6 AM


 Save
  Apply


 Your school year does not match what is requested for this job. If this information is incorrect, please update it [here](#).

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### At a glance

 **\$15/hr**

 **Hybrid, based in Baltimore, Maryland, United States**  
 Work in person for part of the week, from the location

 **On Campus Student Employment**  
 Part-time · From April 22 to June 30

Revised May 2024