Posting UMBC Staff or Faculty Position: Handshake Instructions

Handshake is a free online platform used to post job opportunities to reach students, new graduates, and alumni. Handshake is best utilized for entry level positions seeking upcoming or recent graduates. You may also include other participating universities, colleges and technical schools on Handshake to reach a broader audience. The Career Center and HRSTM are teaming up to bring your UMBC faculty/staff job more exposure to UMBC talent!

Check out more information about how Handshake is a source to reach upcoming and new graduates! If you have any questions, please contact careers@umbc.edu.

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Preliminary Steps with HRSTM

Before posting a UMBC faculty/staff job on Handshake, you must go through the recruitment process with Human Resources and Strategic Talent Management.

- The UMBC staff or faculty job requisition must be entered and approved in PageUp.
- The job posting must be live (showing) on the UMBC Jobs website.
- Handshake must be listed on the job requisition form under "Other Advertising Sources".
- Obtain the Handshake URL link from the "Notes" section of the job requisition in PageUp.

Creating Your Handshake Account

The first step to getting your 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
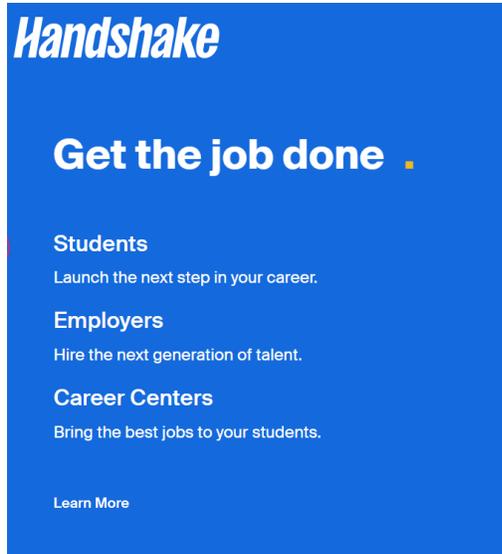
- Register as an employer in Handshake by clicking "Register here"
- Fill out the user information and click "Save and Continue"

- 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"

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

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

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.
- Once your department is created in Handshake, you can use it for posting your UMBC faculty/staff position.

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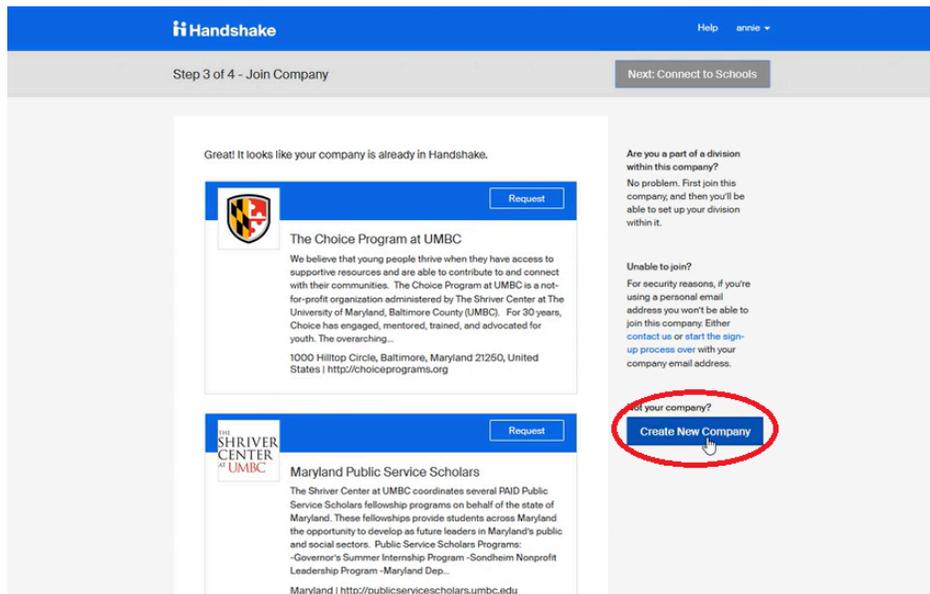
- Fill in the required fields for your company
- The company name will be "UMBC Department of Example" or "UMBC Example Department"
  - Always use "UMBC" and then your department name

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

Post a UMBC Faculty/Staff Job on Handshake

Once your account has been approved, you can post your UMBC staff (or faculty) job 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.
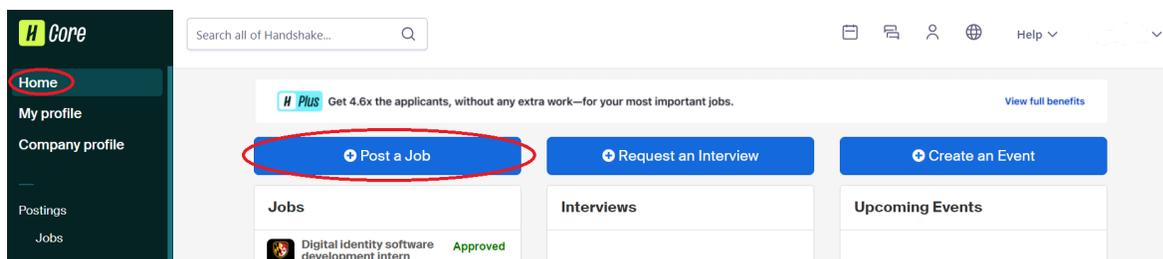
You'll now be required to complete the requirements for posting. You also have the option to use the "Preview" tab to confirm your posting details. All fields are required, except those that state "(Optional)" next to the field name.

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.
- You must use the approved content from the job posting (responsibilities, minimum requirements, preferred requirements)
- Navigate to your job posting on the [UMBC Jobs website](#)
- Locate your job listing and click the title to open.
- You may then copy the entire table or relevant section

Administrative Assistant II

Job no: 494528
Work type: Staff Full-time
Location: UMBC Campus
Categories: Administrative/Clerical Support

[Apply now]

Department:	Computer Science and Electrical Engineering The Department of Computer Science and Electrical Engineering (CSEE) is part of the College of Engineering and Information Technology (COEIT) at UMBC.
Position Overview:	The Department of Computer Science and Electrical Engineering at UMBC is currently recruiting for an Administrative Assistant II. Reporting to the Academic Affairs Manager, the incumbent will be primarily responsible for procurement, travel and accounts payable for the department.
Telework:	A hybrid telework schedule may be arranged.
Responsibilities:	Specific responsibilities include: • Prepares and processes graduate assistant contracts. • Manages departmental procurement, processing faculty and departmental purchases through procurement cards and internal systems (PAW). • Processes various reimbursements, stipends, moving expenses, advertisements, marketing allocations and procurements using the PAW system, PeopleSoft Finance, REX Finance or equivalent, demonstrating meticulous attention to detail for accurate review and approval. • Assists faculty, students and staff, including pre-approval guidance to navigate internal systems and university policies. • Provides comprehensive administrative, departmental and academic support to faculty, staff and students at the front desk. Effectively communicates updates to relevant parties. Student and part-time faculty contracts. Use of PAW, PeopleSoft, REX, Google Suite, Microsoft applications or equivalent. • Makes arrangements for and coordinates successful events • Assists with Publicity and Website updates. • Communicates updates, prepares agendas and takes minutes to relevant parties. • Performs other duties as assigned.
Required Minimum Qualifications:	• High School Diploma or GED • Three years experience providing administrative support • Proven organizational and interpersonal skills and the ability to communicate verbally and in writing • Proficiency in using computer software packages

- Copy the information into the Basics Information section in Handshake
- Click Continue

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>U</u> ∷ ⦂ 🔗 T_x

The Department of Computer Science and Electrical Engineering at UMBC is currently recruiting for an Administrative Assistant II. Reporting to the Academic Affairs Manager, the incumbent will be primarily responsible for procurement, travel and accounts payable for the department.

Specific responsibilities include:

- Prepares and processes graduate assistant contracts.
- Manages departmental procurement, processing faculty and departmental purchases through procurement cards and internal systems (PAW).
- Processes various reimbursements, stipends, moving expenses, advertisements, marketing allocations and procurements using the PAW system, PeopleSoft Finance, REX Finance or equivalent, demonstrating meticulous attention to detail for accurate review and approval.
- Assists faculty, students and staff, including pre-approval guidance to navigate internal systems and university policies.
- Provides comprehensive administrative, departmental and academic support to faculty, staff and students at the front desk. Effectively communicates updates to relevant parties. Student and part-time faculty contracts. Use of PAW, PeopleSoft, REX, Google Suite, Microsoft applications or equivalent.
- Makes arrangements for and coordinates successful events
- Assists with Publicity and Website updates.
- Communicates updates, prepares agendas and takes minutes to relevant parties.
- Performs other duties as assigned.

Required Minimums:

- High School Diploma or GED
- Three years experience providing administrative support
- Proven organizational and interpersonal skills and the ability to communicate verbally and in writing
- Proficiency in using computer software packages

Note: Additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

☐ ✦ 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 "Job" for the position type
- DO NOT check the Work-Study program box
- Click continue

Position details

Job title

Test UMBC Staff Position

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" or "hybrid" 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 full time or part time depending on your position type
- Enter the amount of hours available
- Select Permanent or Temporary/ seasonal depending on the job type
    - If you select temporary you will need to enter the estimated start and end date
- Click continue

Time requirements

How much should candidates expect to work?

Full time	Part time
30 hours per week or more	Less than 30 hours per week

Hours (optional)

20	hours per	week ⌄

Employment duration

○ Permanent

● Temporary or seasonal

Estimated start date

2024-08-28 📅

Estimated end date

2024-12-20 📅

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Expected Pay
- Select "per year" for the rate and "exact amount"
- Enter the minimum salary approved pay range by HRSTM
  - Specifying a salary value is optional
- You can enter the additional compensation, benefits, & perks sections, but it must match UMBC policy and what is approved on the job requisition
- You can also link to the benefits summary website
- Click continue when you have completed the section

Compensation and benefits

What should candidates expect to earn?

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 year	40609	USD

Additional compensation (optional)

Signing bonus | Bonus | Commission | Tips | Equity package

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)

Learning stipend | Home office stipend | Career development

Gym membership

Additional benefits (optional)
Have more to offer? Add a link to your company benefits page.

https://hr.umbc.edu/benefits/benefits-summaries/

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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 ✕

Back   Continue

Candidate Qualifications
- Select the skills you are looking for
- Work Authorization - select "this job requires US work authorization" (do not select any other options unless HRSTM has approved)
- Select the school year you are interested in (optional)
- Select graduation date (optional)
- Leave the GPA field blank
- 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 ✕

Work authorization (optional)

For best practices, visit the Department of Justice's website and our help article on the impact of work authorization designations across the Handshake network. This section only applies to jobs located in the United States.

☑ This job requires US work authorization.

☐ This job is eligible for US visa sponsorship.

☐ This job is open to candidates with Curricular Practical Training (CPT) and/or Optional Practical Training (OPT).

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
-- ⌄	--- ⌄

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

- Always add UMBC
    - You may want to consider adding other colleges and Universities in the Baltimore metro area. Remember to include community colleges for positions that do not require a degree or permit substitution.
- Click continue

Choose schools

Where would you like to post your job?

> ⑦ 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 if applicable
- Select the number of candidates that you plan on hiring from this job post (typically 1)
- Choose how applicants will submit their applications.
  - You must select "**On a separate website**"
- Enter the link that is associated with the position from the UMBC jobs website
- Candidates will upload the required documents when they apply through the UMBC jobs website
- You can put additional instructions for the applicant if so desired

Application process

What's the application window and process?

Application open date

2024-05-15 06:00 AM GMT-4

Application close date

2024-11-15 06:00 AM GMT-5

Number of hires

This will not show up to candidates.

1

How will candidates submit applications?

H	↗
On Handshake	On a separate website
Keep all your applications in one place.	Enter a website or Applicant Tracking System URL.

Additional required documents on Handshake

☐ Resume

External URL

tps://listings.umbc.edu/cw/en-us/job/494528/administrative-assistant-i

Instructions for applicants (optional)

- When you indicated Handshake as an advertising source on the staff job requisition, a special URL apply link was created for Handshake.
  - The URL link is located under "Notes" at the top of the job requisition in PageUp
- Faculty positions will not have a special link. You will use the interfolio link associated with the faculty position.

PageUp screenshots below:

Set Up Your Hiring Team and 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.

Your hiring team

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

Company division (optional)

Company divisions are managed by your administrator. Your hiring team can use them to organize and filter jobs.

[🔍]

Job owner

Annie Byrd   Add profile photo 🔗   Remove ⊗
Assistant Director, E...

Messaging availability

Give candidates the option to message you through the job post. Messages from candidates will not count against your message limit.

[ ] Feature Annie Byrd as available for candidate messages

Email settings

[ ] Send summary email once application period closes

[ ] Send email when a candidate who meets qualifications applies

[ ] Send email when a candidate applies

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

H Plus $299 / month
Handshake Plus Popular
Get **4.6x the applicants** in your first month.

✓ More eyes on your job
✓ More messages, matches, and filtering
✓ Better analytics and expert support
✓ Automated outreach to top candidates

Cancel anytime.

H Core
Standard plan
Recruit on your own timeline.

✓ Job shown in search results
✓ Limited messages

[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

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.
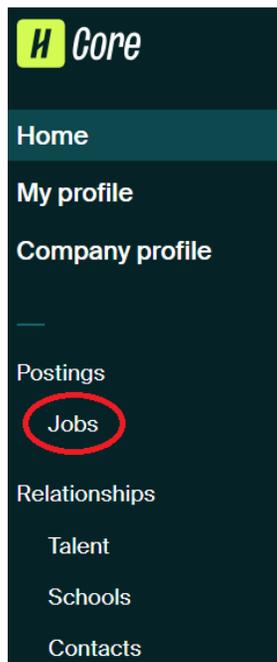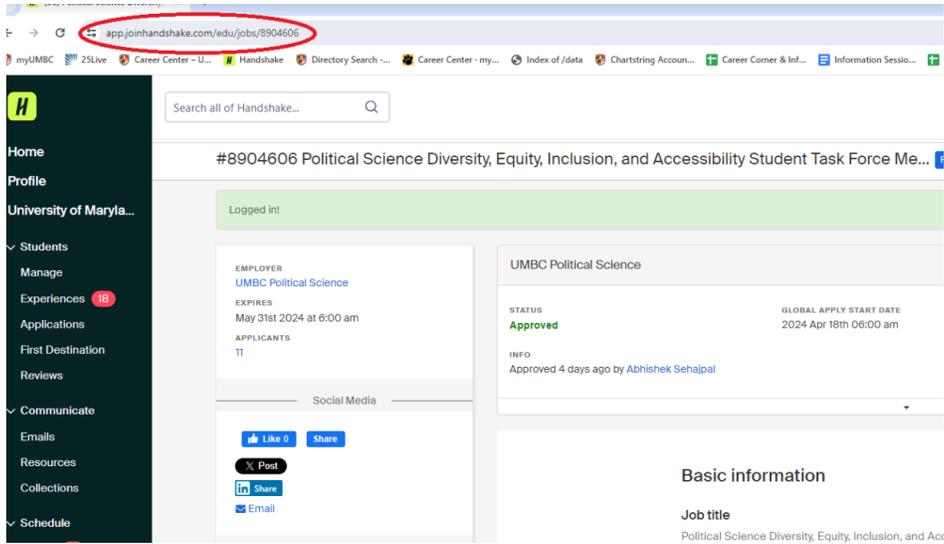
Student View
- This is how the job will appear to students

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.

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

Closing Your Job

Once the position is filled or you no longer wish to receive further applications, please "close" the job posting by following the steps below.

- Click Jobs from the left navigation bar in Handshake, then click on the title of the job you'd like to close
- Click on the job that you would like to close
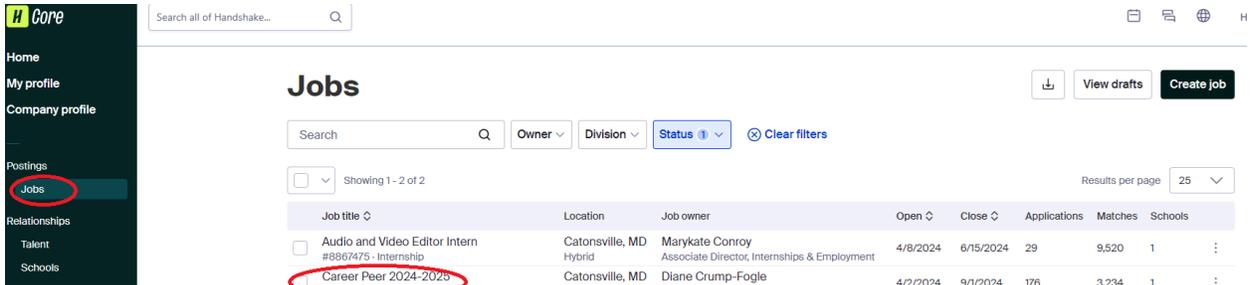
- Click the three dots menu on the upper right
- Click close job
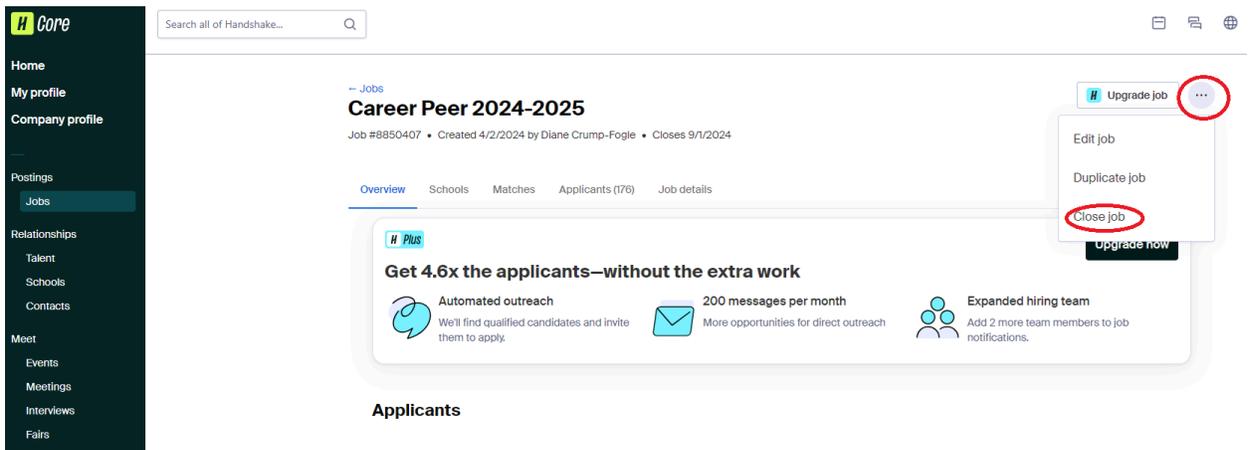
- A popup will appear prompting you to confirm that you are closing the job

Assistance

For Handshake assistance, please refer to this [Handshake Help Center](#) for the most up-to-date information.

You can also email career@umbc.edu with your questions. If you need immediate assistance, please reach out directly to our Handshake liaison:

Annie Byrd
anniebyrd@umbc.edu
410-455-8002

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