

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.

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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

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](#)

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](#)

Welcome to Handshake

Before continuing, we need a bit more info

First name	Last name
<input type="text"/>	<input type="text"/>
Phone Number	
<input type="text"/>	
Job Title	
<input type="text" value="ie, University Recruiter"/>	
Country	
<input type="text"/>	

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.

<input type="checkbox"/> Agriculture, Food & Horticulture
<input type="checkbox"/> Arts & Design
<input type="checkbox"/> Business, Entrepreneurship & Human Resources
<input type="checkbox"/> Civics & Government
<input type="checkbox"/> Communications
<input type="checkbox"/> Computer Science, Information Systems & Technology
<input type="checkbox"/> Education
<input type="checkbox"/> Engineering

Add your Alma Mater

School Name	Grad Year
<input type="text" value="Select School"/>	<input type="text" value="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
- 280k 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”

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

The screenshot shows the Handshake 'Join Company' page. The header includes the Handshake logo, 'Help', and the user name 'Annie'. The page title is 'Step 3 of 3 - Join Company' with a 'Next: Finish' button. The main content area displays a message: 'Great! It looks like your company is already in Handshake.' Below this are three department cards, each with a 'Request' button. The first card is for 'National Security Scholars Summer Intern Program w/the Army Research Lab', the second for 'RESEARCH GRAPHICS', and the third for 'The Choice Program at UMBC'. To the right of these cards are three informational sections: 'Are you a part of a division within this company?', 'Unable to join?', and 'Not your company?' with a 'Create New Company' button.

Handshake Help Annie

Step 3 of 3 - Join Company Next: Finish

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

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

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/>

RESEARCH GRAPHICS 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/>

The Choice Program at UMBC Request

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](#)

The screenshot shows a confirmation message on the Handshake interface. The header includes the Handshake logo, 'Help', and the user name 'Annie'. The main content area features a large heading 'Thank You for Signing up for Handshake!' followed by the user's current status: 'Your Current Status: Pending approval at UMBC Career Center' and 'Pending connections with 0 schools'. Below this is a photograph of four people in a meeting. A message states: 'Your approval request has been sent. As soon as you're approved, we will notify you via email.' At the bottom, there is a section titled 'While You Wait' with the text 'Get started by learning more about Handshake'.

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.

While You Wait
Get started by learning more about 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!

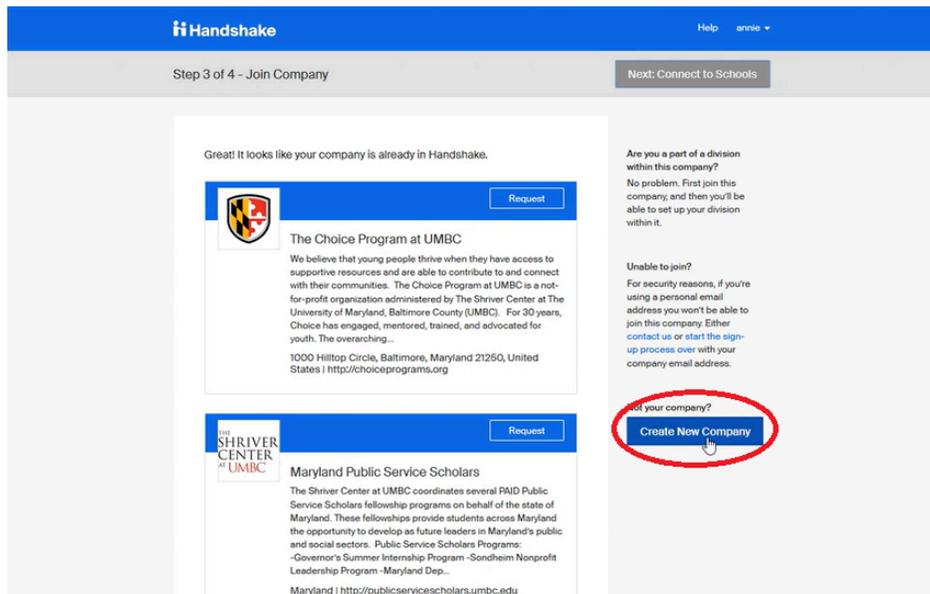
LOG IN

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 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 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

Start your company profile

Add a name, images and other important details to build your company's profile

Company Name:

Company Logo:

This is the main image associated with your company. Make it count!

Banner Image:

This is the background image that will display on the profile.

Industry:

Website:

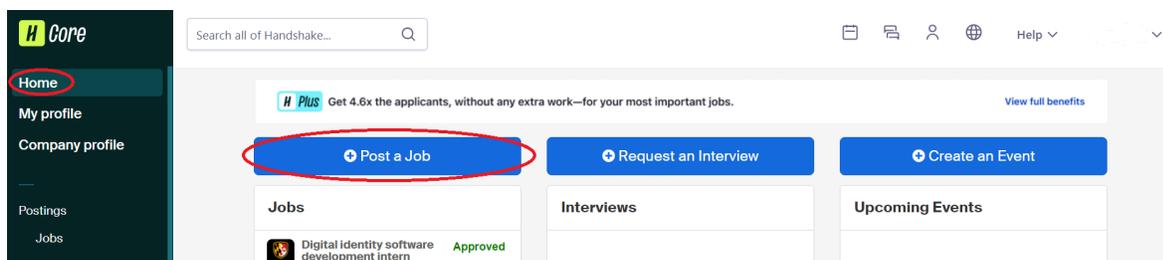
Logo preview
This is how your company's name and logo will display when students search for your profile or jobs.

- 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
 - If the position is an internship specifically, select internship
- DO NOT check the Work-Study program box (see the [Federal Work Study Instructions](#) if you are posting a FWS job)
- 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

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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

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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 select a range or an exact amount
- 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 <input type="checkbox"/>	15-20 <input type="checkbox"/>	USD <input type="checkbox"/>

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)

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](#).

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Candidate Qualifications

- Work Authorization
 - Select "This job does not require US work authorization"

Work authorization

[Don't disclose](#)

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 does not require US work authorization

- 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

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.

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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.](#)



Lists 

University of Maryland, Baltimore County 

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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

Standard Plan

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

Get more applicants, fast

<p>H Plus \$299 / month</p> <p>Handshake Plus Popular</p> <p>Get 4.6x the applicants in your first month.</p> <ul style="list-style-type: none">✓ More eyes on your job✓ More messages, matches, and filtering✓ Better analytics and expert support✓ Automated outreach to top candidates <p>Cancel anytime.</p>	<p>H Core</p> <p>Standard plan</p> <p>Recruit on your own timeline.</p> <ul style="list-style-type: none">✓ Job shown in search results✓ Limited messages
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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



One last check

Confirm everything looks good before posting your job to Handshake.

Basic information

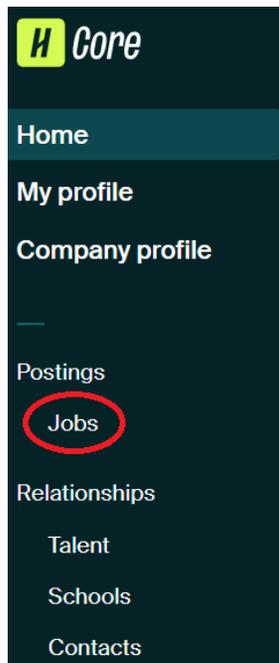
[Edit](#)

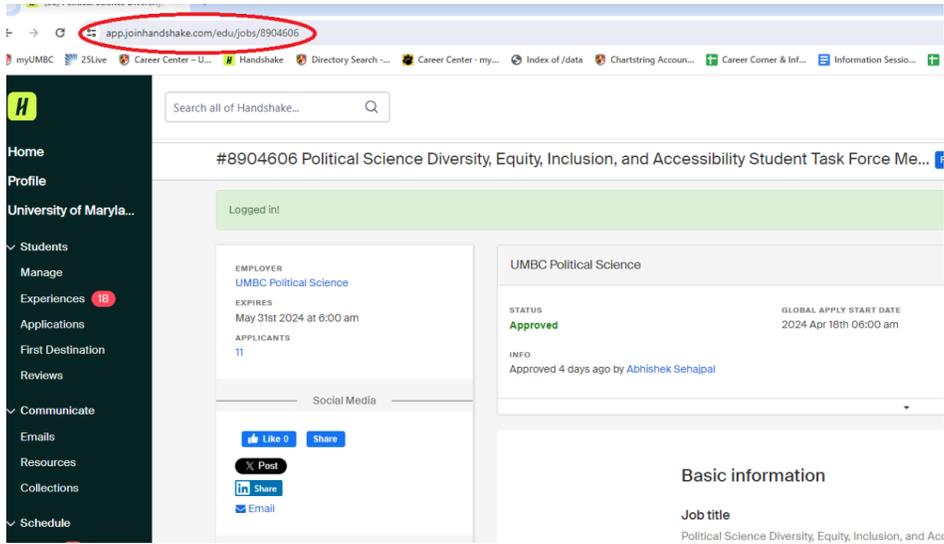
Job description

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

i 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

Revised March 2025