

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.

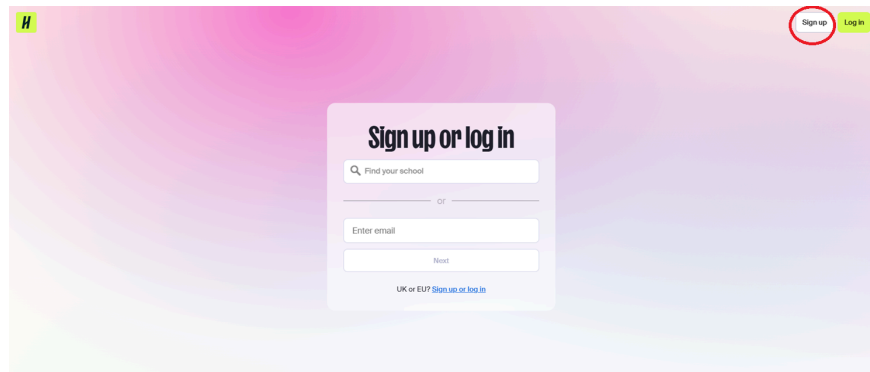
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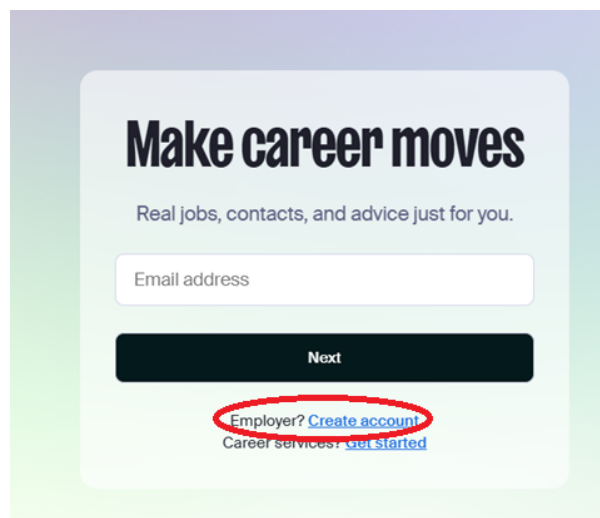
Creating Your Handshake Account

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 or Single Sign On (SSO).
- If you are new to Handshake, register as an employer using your UMBC email address (see screenshots below)
- If you have a student or alumni Handshake account but need an **employer account**, please see the [How to Create an Employer Account Linked to Your Student Account](#) instructions.
 - Note: remember to do this in an incognito browser



- Register as an employer in Handshake by clicking “Employer? Create account”
- Fill out the user information and click “Create Account”



Sign up for free

Create an account to post your job—and gain access to more than 15 million verified students and alumni.

First name

Last name

Work email

Password

By clicking "Create account", I agree to the Handshake [Terms of Service](#) and have read the [Privacy Policy](#).

Already have an account? [Log in](#)

[Create account](#)

- 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.

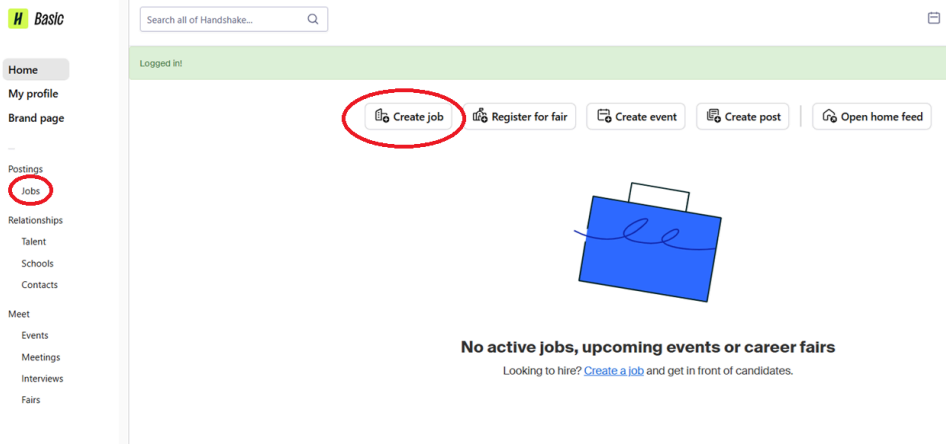
UMBC Department in Handshake

- After you have created your employer account, email the Career Center to set up your department in Handshake. **DO NOT select an employer or create a new one.**
- Email careers@umbc.edu to get your department set up in Handshake.
- The Career Center will instruct you further.

Post an On-Campus Job on Handshake

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

- Login to your Handshake account via SSO.
- Click “Create 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 (see the [Federal Work Study Instructions](#) if you are posting a FWS job)
- Click continue

Position details

Job title

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 Cir 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 X

☐ 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



Compensation and Benefits

- Fill in the expected pay per hour
 - You can select a range or an exact amount
- You can skip the additional compensation, benefits, perks, and additional benefits sections

Compensation and benefits

What should candidates expect to earn?

Expected pay

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

<div>Range Custom range Exact amount Unpaid</div>		
Rate	Amount	Currency
<div>Per hour</div>	<div></div>	<div>USD</div>

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://www.website.com>

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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 X

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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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Choose schools

- University of Maryland, Baltimore County (UMBC) will automatically be selected. Do not select any other schools.
- Click continue

Choose schools

Where would you like to post your job?



Because this is an on-campus job, it can only be posted to the school for which you are an **on-campus employer**.



Choose schools

Search by school name or location



Lists ▾

University of Maryland, Baltimore County ✕

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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

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Your Hiring Team

- 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 the job's main contact and how you want to receive updates about applicants.

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
Assistant Director, E...

Add profile photo

Remove

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

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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

Review job details

Confirm everything looks good before posting

Basic information



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.

H Basic

Home

My profile

Brand page

—

Postings

Jobs

Relationships

Talent

Schools

Contacts

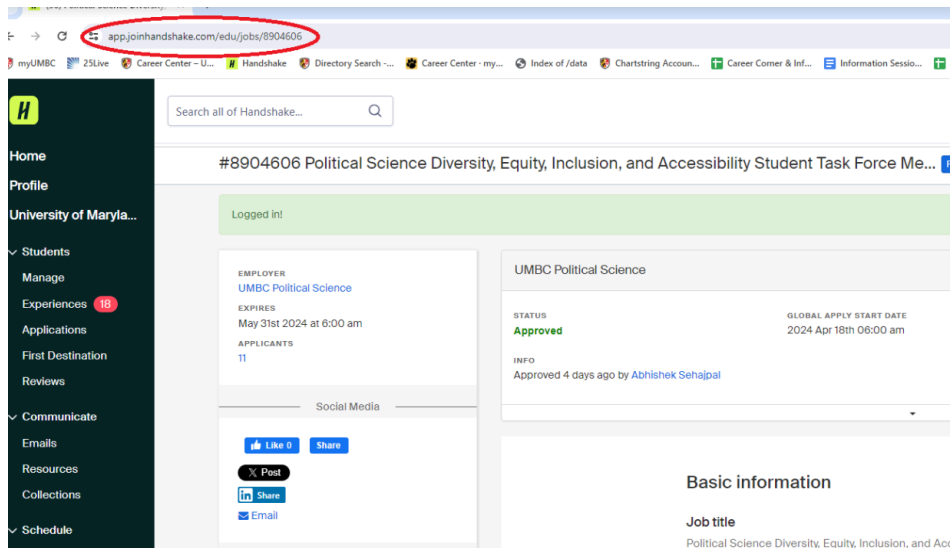
Meet

Events

Meetings


Interviews

Fairs



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
 

 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

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