NEW YORK INSTITUTE OF TECHNOLOGY

Career Success & Experiential Education

HOW TO POST ON-CAMPUS OPPORTUNITIES IN HANDSHAKE

Sign In | Handshake
No account? Sign up here.
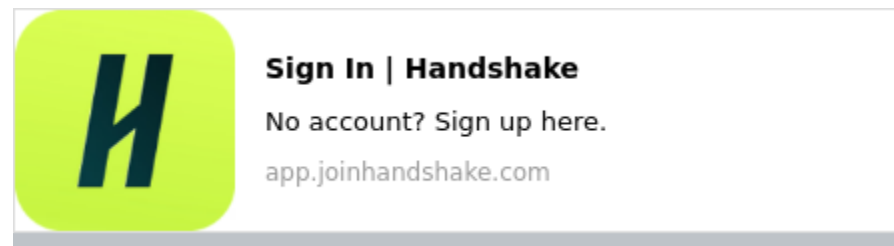app.joinhandshake.com

If you have a employer account on Handshake, log into your Handshake account at nyit.joinhandshake.com

If you don't have a Handshake account, contact Career Success and Experiential Education (career@nyit.edu) for more information.

After logging in, find the jobs tab on the left side of the screen in the menu selection. After clicking on Jobs, click on the " ⊕ Post a Job " in the upper left corner to start creating a new job posting.

Job basics should include:

Create job post   ✕

Job Title - Position titles should be preceded by the appropriate type of funding for the role, e.g.
FWS - Student Assistant
FWS/SA - Help Desk Support GA - Graduate Assistant Job

Basic information

Job title

FWS - Career Ambassador

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.

Employer

Not seeing the employer you're looking for? This could mean you haven't approved the employer or given them posting permission—or the employer hasn't given your school editing permission. Learn about employer permissions.

NYIT - On Campus Student Employment   ⊗ Q

Position type

◯ Job

◯ Internship

● On Campus Student Employment

◯ Other

✓ Federal Work-Study program

The Employer and Position Type should Always be "NYIT - On Campus Student Employment"

Note: Federal Work Study jobs are for eligible students only.

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 ≔ ≝ ⌗ T×

Test description.

💡 Tip

69% of job seekers say including essential skills in the job description influences whether they apply.

View job description tips

Your job description should include specific job duties, as well as possible hours/schedule.

Continue

Location requirements

Where should candidates expect to work?

Onsite	Remote	Hybrid
Employee works in person from a specific location.	Employee works from home.	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.

[🔍]

New York City, New York, United States ✕

⚲ **Tip**

Job seekers are more likely to apply when a location is included. Adding one here ensures your job shows up in location-based searches and recommendations.

☐ Job is located at residential address

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The next step is location requirements. Once you've selected your location, the tag will automatically appear.

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   **Estimated end date**

[2023-10-02   📅]   [2023-10-27   📅]

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All on campus jobs must be marked as part time. If you are looking to hire for a full semester or academic year, you can select the permanent option. If you elect to hire for a temporary position, you must provide start and end dates.

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.

Range	Custom range	Unpaid

Rate	Amount	Currency
Per hour ∨	15-20 ∨	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://www.website.com

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Student workers do not receive additional compensation or benefits.
With the exception of paid sick leave (GA's are not eligible)

Adding perks, such as career development, is optional.

ATTENTION PLEASE ! ⚠️

OSE has proposed a wage of $18/hour in the 2023-24 fiscal year. This is for the NYS minimum wage increases starting in 01/2024. You may maintain $15/hour until further notice.

Categorize your job

Tell us the type of role you're hiring for (e.g., Accountants and Auditors, Sales Managers). Add up to 3 roles.

Don't see the category you're looking for? Request that we add it.

Job roles

[🔍]

Brand Ambassadors, Product Promoters, and Demonstrators ✕

Educational, Guidance, and Career Counselors and Advisors ✕

University Student Researchers ✕

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Categorizing your job is required to help improve visibility. These categories are meant to be general and you can select up to 3.

Candidate qualifications

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

School year (optional)

| Freshman | Sophomore | Junior | Senior | Master's |

| Master's 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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All Candidate Qualifications are optional, but help filter applicants for your job posting.

Additional qualifications

Only your career center team will see these qualifications.

Colleges (optional)

Add specific colleges where students would be a good fit for this role. Students outside of the college will still be able to apply.

[🔍]

Labels (optional)

Only students with these labels will be able to apply to the job.

[🔍]

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These Additional Qualifications generally do not apply to on-campus employment

Application process

What's the application timeline and process?

Application open date

2023-09-18

Application close date

2023-09-29

Number of hires

This will not show up to job seekers.

2

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

☑ Handshake profile

☑ Resume

☑ Cover letter

☐ Transcript

☐ Other

Tip

The fewer documents you require, the more likely candidates are to apply.

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Here you will set your application window, how many people you're hiring, and documents required such as a resume and cover letter.

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.

Student Employment

Job owner (optional)

Choose team member

Tip

Stand out from the competition by offering candidates a way to connect and learn more before applying.

Hiring team members (optional)   Invite new teammate

Choose team member

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If your division has been added to handshake, you can select it from the drop down menu. If you cannot find your division, leave that field blank. The job owner should be the supervisor for the job being created, and anyone helping with the hiring process should be added to the hiring team section.

Create job post   **Post job**   ✕

Basic information   ✏ Edit

Job title
Career Ambassador

Employer
NYIT - On Campus Student Employment

Position type
On Campus Student Employment

Federal Work-Study program
No

Job description
Test description.

Location requirements   ✏ Edit

Location type
Onsite

Onsite location
New York City, New York, United States

Time requirements   ✏ Edit

Schedule
Part time

Once you have created your job, review it here to ensure all the information is correct. Once you have verified your information, click on post job in the top right, and from there it will be sent to On-Campus Student Employment to approve.

If you have any questions and or concerns please contact OSE@nyit.edu