

Posting an On-Campus Job

Log on to Handshake: <https://pitzer.joinhandshake.com>

Click “Post a Job” on the home screen.

When you complete each “Tab”, click the “Next” button.

Basics Tab

- Under “Where should students submit their application?” select “Apply in Handshake” or if you prefer click on “Apply through external system” an external link of your choosing if you do not want to view applications in Handshake.
- Enter in the title of your job into the “Title” bar and also your division/department. Example: Career Fellows – Career Services.
- “Company Division” is optional – feel free to leave blank
- Under “Job Type” Select “On Campus Student Employment”
- Indicate the position is “Part-time”.
- For “Duration” check “Temporary/Seasonal”
- Under the section, that asks, “Is this a work-study job?” Select “no”.
- Enter Start and End Dates for the position.

Details Tab

- In the text box labeled “Description”, please indicate at the top of your description **“PITZER STUDENT ONLY POSITION”** Below this statement, please paste sections II., III., IV., and V. from the job description template that you completed previously.
In addition, if you would like for each applicant to submit application materials directly to you and not through Handshake, please indicate in the description area and provide your contact information.
- State the number of students that you expect to hire for the position
- In the “Approximate Salary”, check “Paid” and write in federal work study wage per hour or the amount you plan to offer.
- In the Job Location, you will need to type and select “Claremont, California, United States of America.”
- Under Required Documents check those that apply for upload into Handshake. Always check the “other box”. Students can upload their Student Employment Information Form there. Also check “Other” if you want students to apply to you directly. In the box that pops up put in your instructions your request for documents via email, rather than Handshake, including the Student Employment Information Form.

Preferences Tab – please leave blank and move to Schools tab

- There is no need to choose any options within the “Preferences” Tab. Feel free to leave the page blank and move to the next tab.

Schools Tab

- Under Schools type in “Pitzer College” and select “Confirm”. You will be posting to all schools because of the way our Handshake system works for the Consortium. This is why it is important for you to begin the Description in the Details Tab with **“Pitzer Student Only Position.”** Put in Global apply start and end dates for the position.

Preview Tab

- The “Preview” Tab will allow you to see what your job will look like when posted to Handshake. Feel free to review your posting and remember to select “SAVE” in order to make sure your job will be posted.

Once Job is Posted

- Indicate the “Job role” by clicking on the “Choose a Job Role” blue button via the dropdown menu. The job function should directly reflect the tasks the student will perform. If nothing else applies, check “Office and Administrative Support Workers”.