INFO FOR TUFTS ALUMNI: POSTING YOUR INTERNSHIPS ON HANDSHAKE

**TAKE ADVANTAGE**

Students apply at a significantly higher rate to Jumbos4Jumbos positions as they are targeted specifically to Tufts students. Here is how to best capitalize on that interest!

**STEP ONE**

Preface position title with JUMBOS4JUMBOS

Job Title line should look like JUMBOS4JUMBOS:

- Opportunity Name

**STEP TWO**

Fill out all the pertinent information. We recommend at least 1 week minimum to have the application open.

**STEP THREE**

When you get to the position description, use the following format:

- **Title:**
- **Organization:**
- **Location:**
- **Duration:**
- **Type:**
- **Pay:**
- **Contact:** (Name and email if willing to share)
- **Application Deadline:**

**Qualifications**

- **School Year:**
- **Preferred Majors:**
- **Other:**

**Description**
It is always best to be as thorough and descriptive as possible when filling in the position description.

**LASTLY...**

Let us know! We are happy to help guide you in the process and promote to students once posted.