Posting a Student Employment Position

- 1. Log into Handshake (https://usf.joinhandshake.com/)
 - a. If you are new to posting in Handshake, please complete <u>this form</u> to be added. You will receive an email directly from Handshake to create a password once your account has been created.
- 2. Select Post a Job.
 - a. For additional details, view this helpful article.
- 3. Complete the posting with all relevant information: **BASICS**
 - a. <u>Submit application:</u> Apply in Handshake will allow the student to have their documents (any documents you request) sent directly to you to apply.
 - b. Job Title: Follow this format:

Campus Name - Type - Title - Office/Department – (On-Campus / Virtual)

Examples:

- Tampa Campus FWS Financial Counseling Peer -Bull2Bull (On-Campus)
- Tampa Campus OPS Student Assistant Card Services (On-Campus)
- c. Division: Select your department name
- d. Job Type: Job
- e. Employment Types: Part-time
- f. <u>Duration:</u> Permanent (unless you have a set end date)
- g. Work Study: Saw NO and use FWS in the title instead
- h. Open to speaking with candidates: choose what you prefer

DETAILS

- i. <u>Description</u>: Enter a full description of the position and include information about your office
 - i. <u>Recommended to include for FWS:</u>

Minimum Qualifications:

Applicant must have a current Federal Work Study (FWS) award for the current academic year in order to apply for this position. Applicants are asked to demonstrate proof of their FWS award by saving their "Award Overview" screen from OASIS as a print screen and upload it with your class schedule, cover letter, and resume. **You must upload ALL documents as one document in PDF format**.

This number can be approx	cimate and will not be displa	ayed to students.	
Job location			
4202 E Fowler Ave, Tam;	oa, Florida 33620, United St	ates	
+ add another location			
Allow remote workers			
Paid or unpaid?			
Paid O Unpaid			
Estimated pay Jobs located in California remotely from these state other states are encoura	a, Colorado, New York, an es) must include an estim ged. Opt out of estimated	d Washington states (inclu ated pay range. Estimated	uding jobs performed d pay ranges for jobs in
Show pay by	Amount		Rate
Custom range v	\$ 12 US	\$ 14 USD	Per hour v
Required documents (Or Resume	stional)		
Cover Letter			
 Transcript 			
🗹 Other Document (e.g. w	ork sample, course schedu	le, or other misc document	s)
An updated resume			
Fall 2023 USF Class Sch pulled from OASIS as a s Federal Work Study (FWS	edule – this can be creen shot/image 5) Award Package		

Post a Job	Request an Interview	Oreate an Event
lobs	Interviews	Upcoming Events
Tampa Campus - Career Al Peer (FWE - Federal Work Study)- Career Services Approved June 20th 2023 at BOT am	You have not requested any on campus Interviews yet.	You have not RSVPd to any upcoming events.
 Suit-A-Bull Retail Assistant (PWS - Federal Work Study) In Progress June 1st 2023 at 3:32 pm 		
Guest Relations Assistant (PWS - Federal Work Study) In Progress June 1st 2023 at 2.24 cm		

Company Division (optional) arteer Services Image: Services Job Type Image: Services Image: Image: Services Image: Services Cooperative Selucation Services Cooperative Selucation Services Division Gendantes School Graduate School Services Job Volunteer Fellowanio Employment Type Fellowanio Perl-Time Perl-Time Duration Perloage: Services It this a Work Study job? Work study jobs are for eligible students only.	Tampa Campus - Career Peer (FWS - Federal Work Study)- Career Services		1.
Career Services	Company Division (optional)		
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	Cooperative Education		
	Experiential Learning		
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Part-Time Duration Permanent Temporary / Beasonal Is this a Work Study job? Work study jobs are for eligible students only.	O Full-Time		
Duration ● Permanent → Temporary / Beasonal Is this a Work Study job? Work study jobs are for eligible students only.	Part-Time		
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Is this a Work Study job? Work study jobs are for eligible students only.			
Work study jobs are for eligible students only.	Is this a Work Study job?		
	Work study jobs are for eligible students only.		

- j. Number of students: enter total number expected to hire
- k. Job Location: enter the address for one or more locations
 - i. Allow remote workers: check if able to work remotely
- I. <u>Paid or unpaid?</u> : Paid
- m. Estimated pay: Please include a pay rate or range for the position.
 - i. If you are unsure of appropriate pay, use the wage matrix attached to help set rate
- n. <u>Does this position require U.S. work authorization?</u> Yes, if only FWS, No, if open to non-FWS students or USF students with an F-1 visa as well
 - i. If Yes, options will appear for willingness to sponsor a work visa for the right candidate and willing to hire candidates that are temporatily authorized to work
- <u>Required documents:</u> indicate all documents you wish to receive with the application including FWS award if needed

PREFERENCES

- Add Graduation date range, Year in school, GPA, and Major groups if you wish or leave blank to widen your applicant poll
- <u>Applicant package recipients</u>: add anyone else you would like to receive the applications and check when you would like to receive the materials

SCHOOLS

r. Use the box to search for **University of South Florida** and set the application start and end dates

May	× 20	23	May	~	2025	
may					2020	
Hiring alumni? You	can leave earliest	t graduation d	late blank.			
School years (Op	tional)					
Ereshman						
Sophomore						
Junior						
Senior						
Masters						
Doctorate						
Alumni						
Postdoctoral S	tudies					
Masters of Bus	iness Administrati	ion				
First Year Com	munity / Technical	College				
Second Year C	ommunity / Techn	ical College				
Certificate Pro	Iram					
Minimum GPA (O	ptional)					
Major categories	(Optional)	0.00				
Agriculture, Poc	d & Horticulture -	o or e majore	selected			
Arts & Design -	u or 19 majors sel	ected				
Business, Entre	preneurship & Hu	man Resourc	es - 0 of 24 majors se	lected		
Civics & Govern	ment - 0 of 10 ma	jors selected				
Communication	is - 0 of 7 majors s	selected				
Computer Scie	and Information C					

Search your schools to add job postings		Global apply start date 0 Set global start	Global expiration date 0 Set global expiration
Add All Schools Add Favorite Schools Fi	ind More		
Schoola	Interview on campus?	Apply start date	Expiration date

PREVIEW

- s. Review the posting preview and make any needed changes
- t. Select Save in the bottom right corner when complete

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pplications close on August 11th, 2023 et 12:00 am		1	
lob Description		Share Job	
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about University of South Florida			
leadquarters Website DM 202 E Forefor Ave, Tampa,	sion deeric Success Center		
elecome to the University of South Florida. Though a relatively young u 1959, we have rich traditions – traditions of access and opportunity for s workance, of groundbreaking research, of serving our communities.	niversity founded in students; of academic		

Based on your preferences, you will start receiving email notifications and application materials. You are also able to view applicants and organize your hiring in Handshake if you like. <u>Learn more here</u>.