

Posting a Student Employee Position on Handshake

A guide for UO employers

This document outlines the process for posting on Handshake for student employee positions that are included in the UOSW bargaining unit. To review who is included in the bargaining unit, see [Article 1 of the UOSW Collective Bargaining Agreement \(CBA\)](#). This guide includes the information and steps required to be in compliance with the UOSW CBA. Before starting your job posting process in Handshake, you must create a student worker position description using UO's standardized template. For the template and more information, visit the [Student Worker Positions Description webpage](#).

If you haven't yet created an account in Handshake or haven't connected your personal account to your UO department, start here:

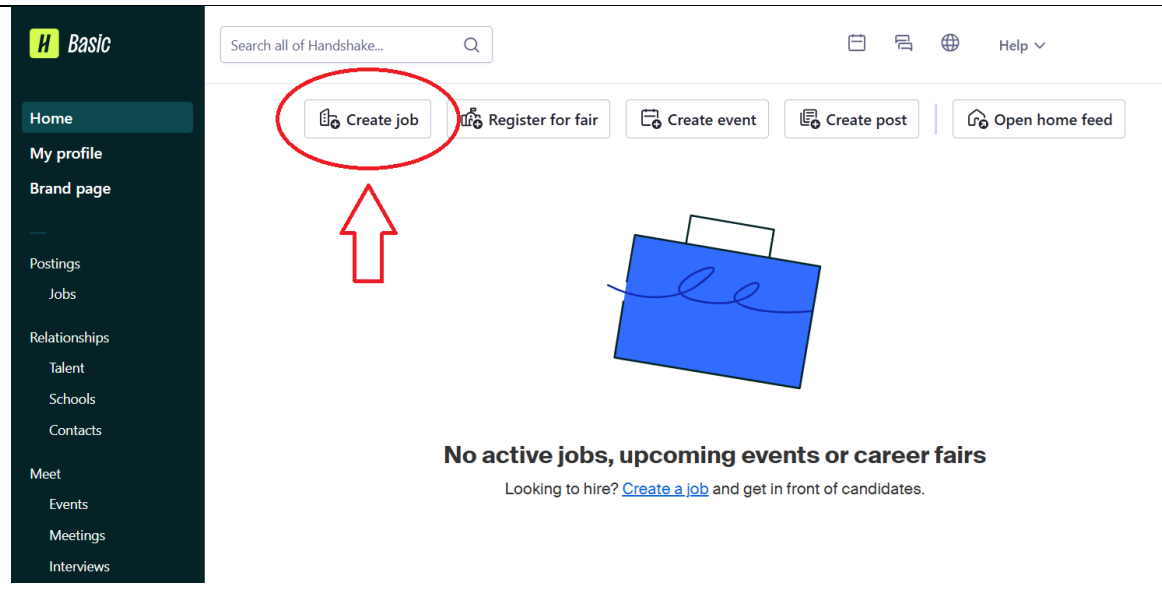
<https://career.uoregon.edu/faculty-and-staff/post-your-job>

NOTE: Per the [UOSW CBA](#), all student worker positions are required to be posted on the UO job posting platform, Handshake. Open positions must be posted on Handshake for at least seven (7) days except in extenuating circumstances.

Create a new job posting

1. Sign in to your Handshake account by visiting <https://app.joinhandshake.com/login>
2. From your home dashboard, click **Create a Job**

If you have not created a Handshake account or have not connected your account to your department's profile, visit [the Career Center's website](#) or more information.



Basic information

Job description:

This section is used to communicate position information, requirements, qualifications, and more.

The UOSW Collective Bargaining Agreement (CBA) outlines specific information that is required for all student job postings. For this reason, always use the most up-to-date version of the **Handshake ‘Job Description’ Template** (found on the [Student Worker Hiring and Job Postings webpage](#)) when completing this section.

The following steps will allow you to input important information about the position that is not included in the template, such as the position’s title and wage.

Basic information

Job description

[Copy description from existing job](#)

Be sure to include specific skills you’re looking for, minimum requirements, and expected responsibilities.

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☒ ✦ 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

Job Title:

Input the position's title.

Considerations for job titles:

- The job title should match that listed on the position description.
- Don't use acronyms that applicants may not be familiar with.
- Avoid titles or phrases that are designations in other campus CBAs, such as "Research Assistant", "Lab Technician", or "Instructor".
- Avoid titles that indicate supervisory responsibilities, such as "Director" or "Supervisor".

Position Type:

Select "On Campus Student Employment".

If you do not select this option, students may not be able to find your job when searching for open on-campus positions.

Work Study Program:

This box indicates if a position is eligible for work-study. All on-campus hourly positions will likely be eligible for work-study.

If a position *requires* or *prefers* work-study, this box should be checked and this must be clearly indicated in the 'Job Description' section.

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 the option that is appropriate for the position. This should be in alignment with what is stated in the position description.

Note:

- Remote and hybrid positions must adhere to the [UO Flexible Work Arrangements Policy and Guidance](#).

Onsite Location (for onsite and hybrid):

Type the city where the work will be performed.

Remote Work Requirements (for remote and hybrid):

Remote work for student positions must be completed within the US. For questions about out-of-country work, contact the Central Payroll office.

Job is located as a residential address:

Disregard this checkbox, this does not apply for UO student worker positions.

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.

☐

Job is located at residential address

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Time requirements

How much will the student work?

Select the appropriate option for the position.

Notes:

- Student workers are limited to working twenty-five (25) hours/week combined for all student positions during any term in which they are enrolled in classes.
- Due to visa requirements, international students may not work more than twenty (20) hours per week while they are taking classes.

Hours (optional):

Denote how many hours the employee is expected to work. This must be in alignment with the information on the position description.

Employment duration:

Select the “temporary or seasonal” option for all student worker positions.

Estimated start/end dates:

Input the start and end dates that are listed on the student’s position description.

Notes:

- Unless otherwise specified upon hire, all UO student worker appointments conclude at the end of the academic year (end of spring term). Appointments can be extended or renewed via reappointment.
- Students must be provided with a 14-day notice period for all new appointments, unless a specific start date was communicated in the job posting.

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

Employment duration



Permanent



Temporary or seasonal

Estimated start date

mm/dd/yyyy



Estimated end date

mm/dd/yyyy



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Compensation and benefits

All UO student worker position postings must include information on compensation. When determining pay for student positions, always refer to the [Student Worker Wages and Compensation Guide](#) webpage.

Expected Pay:

For most student worker positions, “Exact amount” should be selected. Input the appropriate amount.

For positions that receive a monthly stipend, select “*per month*” under **Rate**. (Note: Stipend positions are not included in the UOSW bargaining unit. To learn more about the classification requirements for stipend positions, contact your department’s HR.)

Additional compensation (optional):

These options do not apply to student employment.

Benefits (optional):

Select only the “Paid sick leave” option for hourly student positions. All hourly student workers, including those with a work-study award, accrue paid sick leave. Stipend positions do not receive paid sick leave.

Perks (optional):

These options do not apply to hourly student employment.

Additional benefits (optional):

Leave this section blank.

Compensation and benefits

What should candidates expect to earn?

Expected pay

[Don't show 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			Exact amount			Unpaid		
Rate			Amount			Currency					
Per hour						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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Categorize your job

Job role groups:

Because Handshake is used more broadly to help students identify jobs, this list is not well curated for on-campus employment. However, this function may allow students to narrow down their job searches.

You may choose up to (3) options from this list. Choosing one option is fine.

Note:

- Try to come as close to the position type as possible – examples would be “Office and Administration Support Workers”, “Recreation worker”, “Computer User Support Specialist”, or “Retail Salesperson”.
- Unfortunately, you cannot type in your own text and must select from the pre-set options.

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.](#)



Accountants and Auditors

Actors

Actuaries

Acupuncturists

Administrative Services Managers

Adult Education and ESL Instructors

Advertising Sales Agents

Advertising and Promotions Managers

Candidate qualifications

Work authorization:

Select the correct option for the position. Most on-campus hourly positions require US work authorization. For information on work authorization, go to the [Student Worker Hiring and Job Posting webpage](#).

Skills (Optional):

This section is intended to be used for tech skills such as “10-key Typing” and “3D Design”. However, you can type in other required skills such as “Spanish proficiency” or “photo editing”.

School year (Optional):

Is it not recommended to select any option in this section. Information in Handshake may not accurately reflect a student’s class standing, and thus this may prevent an otherwise qualified candidate from being considered.

Latest graduation date (Optional):

It is not recommended to use this section, instead, rely on the ‘position end date’ in the **time requirements** section.

Major group (Optional):

Is it not recommended to limit a student’s eligibility based on their major. Additionally, Handshake may not accurately reflect a student’s major and thus this may prevent an otherwise qualified candidate from being considered.

Minimum GPA (Optional):

We discourage having GPA requirements for student employment positions.

Candidate qualifications

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

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

Skills (optional)

Add up to 7 skills. We'll use these to show candidates at a glance what you're looking for.

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

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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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Screening questions

These questions are a useful tool for screening applicants based on their qualifications and/or eligibility. Departments are not required to use screening questions, but may select up to three. If you opt to use screening questions, **they must be based on the qualification and/or eligibility requirements outlined in the position description.** They will all be presented as yes/no questions. For each question, you must identify which answer is preferred (*default is 'Yes' for all except the custom field*). Students will not be able to see which answer is preferred.

Overview of options:

- **Degree:** Applicable when preference is given to students pursuing a specific major.
- **Certification/License:** Such as a driver's license or a food handler's permit. May be inputted as "Do you have ###, or the ability to obtain one by [DATE]?"
- **Language:** For positions that require proficiency in another language, such as a language tutor or bilingual guide. The specific language(s) must be inputted.
- **Location:** This question will most likely be apply to in-person positions not located in Eugene.
- **Work schedule:** This screening question will likely apply to most student worker positions, especially if there are requirements related to scheduling or availability. Examples include "on weekends", "during academic breaks", or "15 hours/week between 9:00-5:00 M-F"
- **Custom:** You may type in one 'yes/no' question. Options may include attendance at mandatory trainings, a required skill/experience, or work-study eligibility. Make sure this question does not screen applicants in or out based on a protected characteristic.

Screening questions Beta

Screen candidates as they apply so you can focus on connecting with the best applicants. Choose up to 3 questions.

0/3 questions

☐ Degree



☐ Certification/License



☐ Language



☐ Location



☐ Work schedule



☐ Custom



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Choose schools

Because this is an on-campus position, it can only be posted to the University of Oregon.

Note:

- UO student positions are technically open to students from other institutions. However, **priority must be given to UO students**. This means that non-UO students can only be hired after reasonable efforts to recruit qualified students at UO have been exhausted.

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 Oregon



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Application process

Application open date:

State when students can start applying for the position.

Application close date:

Per the UOSW CBA, all open positions must be posted on Handshake for at least seven (7) days except in extenuating circumstances.

Number of hires:

Select the number of positions you are hiring for through this listing. This section is for internal record keeping only.

How will candidates submit applications?:

We recommend having applicants apply on Handshake as it creates a standardized experience for students and it is an effective way of organizing application materials. However, you can have students apply through another platform if you would prefer. This is permitted in the UOSW CBA, as long as the position is advertised on Handshake.

Additional required documents on Handshake:

Select which materials will be required from applicants. If you select “Other”, you can type in instructions.

Note:

- The UOSW collective bargaining agreement discourages supervisors from requiring cover letters as this creates additional barriers for applicants. The university is also discouraging cover letters for professional staff searches.
- Consider alternate methods for evaluating applicants, such as resumes, short answer questions, writing samples, etc.

Application process

What's the application window and process?

Application open date

2025-07-07 06:00 AM GMT-7



Application close date

2026-01-07 06:00 AM GMT-8



Number of hires

This will not show up to candidates.

1

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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Hiring Team

Job Owner:

This is the person who is posting this position. You can change who the job owner is by selecting “**Remove**” and typing a new name.

Note:

- Only UO staff who have a Handshake account **and** who are a member of your Employer Profile can be made a job owner.

Messaging availability:

Selecting this gives candidates the option to message you through the job posting. These messages will appear on the Handshake platform only, not your uoregon email address.

Email settings:

These are various automatic email messaging options. These settings apply for the job owner, not the applicants who apply.

Hiring team members:

You can add another member of your staff to be on your hiring committee by sending them an invitation through Handshake. You can only add individuals who are a member of your employer profile on Handshake.

Review Job Posting Details

This is the final opportunity to review information before it gets published.

Your hiring team

Set up your hiring team to keep everyone informed, and manage how they receive updates.

Job owner



Sarah Blanchard

[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 Sarah Blanchard 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](#)

Choose team member



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[Continue](#)



One last check

Confirm everything looks good before posting your job to Handshake.

Add Position Description as Attachment

After the position has been posted, you will need to upload the formal Position Description as an attachment.

Instructions:

- 1) Navigate to the *Jobs* tab on the lefthand sidebar.
- 2) Find your job posting.
- 3) View the *Job Details* tab.
- 4) Click *Edit Attachments*.
- 5) Click *New Attachment*.
- 6) Upload the Position Description with the *Choose File* button.
- 7) Name the file in Handshake and click *Create Attachment*.

The first screenshot shows the 'Test' job details page. The 'Job details' tab is highlighted in the top navigation bar. The 'Attachments' section on the right side of the page is circled in red, showing a button labeled 'Edit attachments'.

The second screenshot shows the 'Attachments' page. The 'New Attachment' button is circled in red. The page indicates that no documents have been uploaded yet.

The third screenshot shows the 'New Attachment' form. The 'Name' field is highlighted in green. The 'Document' field has a 'Choose File' button highlighted in green. The 'Create Attachment' button is highlighted in green at the bottom right.