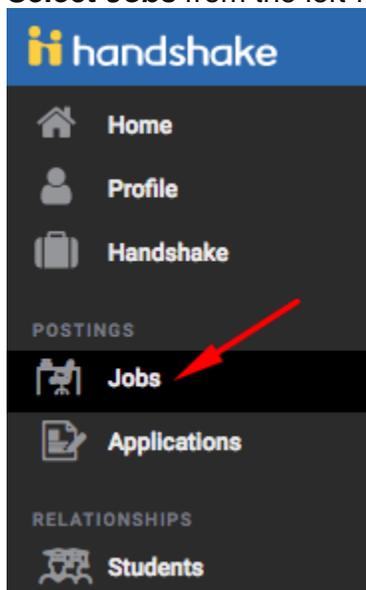


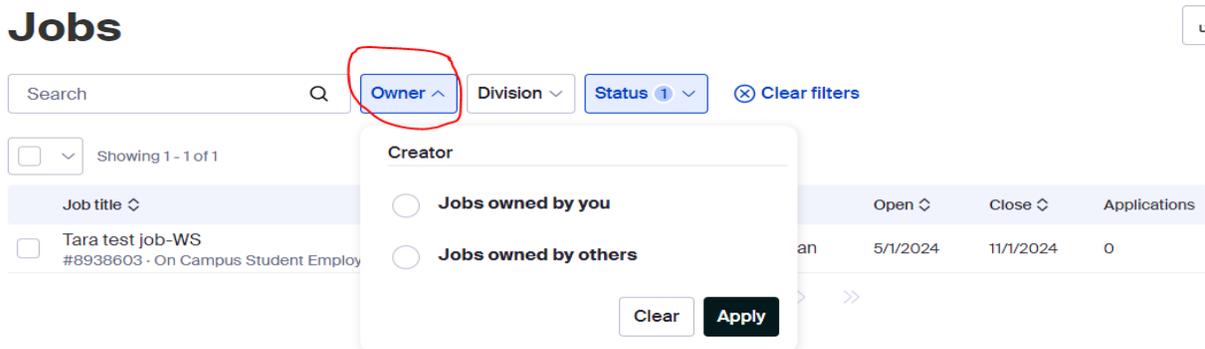
How to Duplicate a Job Posting - By duplicating a job posting, you're creating a new job posting that includes all the original information and settings while removing past applicants.

To duplicate your job, follow these steps:

Select **Jobs** from the left-hand navigation bar.



Click on Owner. If you are duplicating a Job that you created, click on “Jobs owned by you.” If you are duplicating a job created by someone else in your department, click on “Jobs owned by others.” Then click Apply.



If you are duplicating an Active Job, you should see a list of your active jobs. If you are duplicating an expired job, click on Status and choose Closed, then Apply. This will give you a list of your closed/expired job postings.

## Jobs

Search  Q Owner 1 v Division v Status 1 v

Results per page 25

Job title	Location	Job owner	Matches
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Status

Active

Not posted

Closed

Click on the title of the job (NOT the little box next to the job title).

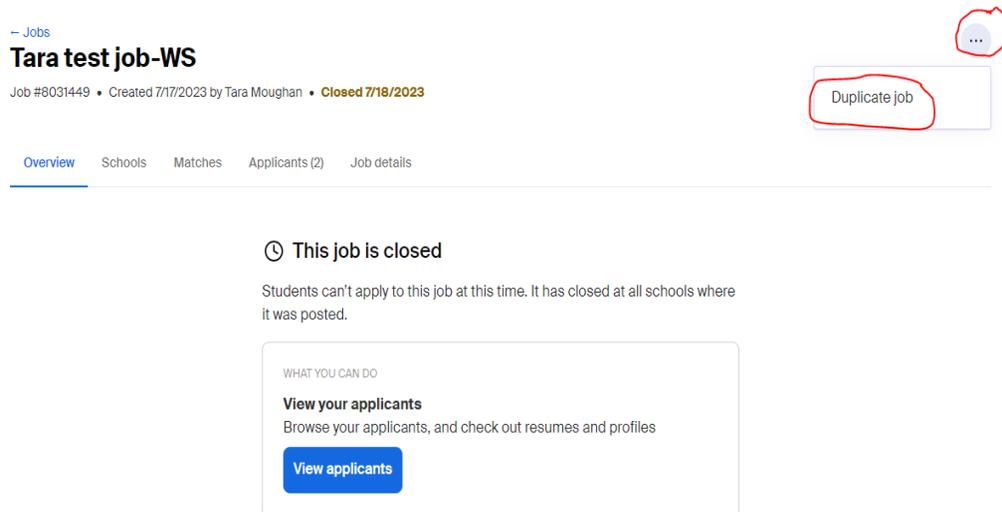
## Jobs

Search  Q Owner 1 v Division v Status 1 v

Showing 1 - 25 of 31 Results per page

Job title	Location	Job owner	Open	Close	Applications	Matches	Score
<input type="checkbox"/> Tara test job-WS #8427731 - On Campus Student Employment	Bethlehem, PA Onsite	Tara Moughan	11/13/2023	11/13/2023	0	0	1
<input checked="" type="checkbox"/> Tara test job-WS #8031449 - On Campus Student Employment	Bethlehem, PA Onsite	Tara Moughan	7/17/2023	7/18/2023	2	0	1

Click on the ellipse in the upper right corner and click on Duplicate Job. You will be redirected to the job form, where all the initial job details are preserved.



Review all the sections before you post the job. Some key areas to update:

**Job description:** Review the job description and edit as needed. Job descriptions must include:

- Purpose or role of the position within the organization
- Duties and responsibilities associated with the position and how they relate to the purpose or role
- Rates of pay for the position ([see Wage Grid](#))
- General qualifications for the position and the Specific qualifications for the various levels or rates of pay associated with the position

**Title:** Be sure to add WS/Level X or Wage to your job title. Ex. Career Assistant-WS Level 3 or Career Assistant – Wage.

**Time requirements:** Select Part Time. And select Temporary or seasonal for **Employment duration**.

**Estimated start date and Estimated end date:** This indicates the first and last day of the job, typically the first day of class through the last day of class.

**Categorize your job:** You do NOT have to add 3 roles, 1 will be sufficient. Scroll through the list and see if there is a role that matches your position. If you don't find one to match your position, we suggest one of the 3 that are listed below.

## 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

**Choose Schools:** Enter Lehigh in the search bar and select Lehigh University

### Application open date & Application close date

Once you have confirmed that everything looks good, click Post job, at the bottom of the page. Your job will be sent to a "Pending Approval" file, in Handshake. All work-study postings are reviewed and approved by the Financial Aid Office. All wage postings are reviewed and approved by the Career Center. You will receive notification once your job has been approved.

If you have any questions about Handshake, please contact Tara Moughan, in the Career Center, at 610-758-8506 or [tmm213@lehigh.edu](mailto:tmm213@lehigh.edu).

If you have any questions about Federal work-study positions and Financial Aid, please contact the Financial Aid Office at [inwork@lehigh.edu](mailto:inwork@lehigh.edu).

