



LEHIGH
UNIVERSITY

Center for Career &
Professional Development



Directions for Posting a Work Study Job on Handshake

*Log on to Handshake & click on Post a Job

The screenshot shows the Handshake user interface. On the left is a dark navigation sidebar with a yellow 'H' logo and menu items: Home, My profile, Company profile, Postings, Jobs, Relationships, Talent, Schools, and Contacts. The main content area has a search bar at the top with the text "Search all of Handshake...". To the right of the search bar are icons for calendar, list, notifications (12), and globe (6), along with text "Favorites filter applied", "Help", and "Tara Moughan". Below the search bar is a green "Logged in!" notification. A blue banner advertises a webinar: "Explore Handshake's most powerful tools at a live demo webinar" with a yellow "Register now" button. Below the banner are three blue buttons: "Post a Job", "Request an Interview", and "Create an Event". The main content is divided into three columns: "Jobs" (with text "You have not distributed any jobs to a school yet."), "Interviews" (with a card for "Lehigh University" requested on "September 3rd 2019 at 5:01 pm" and a "Pending" status), and "Upcoming Events" (with text "You have not RSVP'd to any upcoming events.>").

*Fill out all the Information. Include the initials WS (work study) in your Job Title and WS level. For Position Type, click on On Campus Student Employment AND Federal Work-Study Program. Enter the job description requiring the following:

***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**

Click Continue at the bottom of the page.

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

Federal Work-Study program

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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Continue

Choose the type of Location for the job. If you choose On Site or Hybrid, enter Bethlehem, PA as the Onsite Location. Click Continue at the bottom of the page.

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.
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Onsite location


Add the city and state where the job is located. If you're hiring in multiple cities, include them all.

Bethlehem, Pennsylvania, United States X

Job is located at residential address

Enter the Time Requirements. Select Part-time, Temporary or Seasonal and enter the Start and End Dates of the job. This is typically the first day of classes in August until the last day of classes in May. The Hours per week is an optional field. NOTE: Work-study students are not permitted to work more than 20 hours/week. Click Continue at the bottom of the page.

How much should candidates expect to work?


Full time
30 hours per week or more


Part time
Less than 30 hours per week

Hours (optional)

hours per

Employment duration

- Permanent
- Temporary or seasonal

Estimated start date



Estimated end date



Enter the Compensation; select Exact amount and enter the amount based on the Job Level:
Level 1 - \$9.00/hr.
Level 2 - \$10/hr.
Level 3 - \$11.00/hr.
Level 4 – \$12.00/hr.

Disregard the Additional compensation, Benefits, and Perks. These are not applicable to Work-Study positions. Click Continue at the bottom of the page.

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 <input type="text"/>	10.00 <input type="text"/>	USD <input type="text"/>	

Additional compensation (optional)

- Signing bonus
- Bonus
- Commission
- Tips
- Equity package

Benefits (optional)

- Medical
- Vision
- Dental
- Paid time off
- Paid sick leave
- Parental leave

Job Roles – Because Handshake was created primarily for students seeking jobs upon graduation, a lot of these job roles will not apply to work-study positions. You do NOT have to add 3 roles, 1 will be sufficient. Feel free to view 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. Click Continue at the bottom of the page.

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

University Student Researchers ✕

Recreation Workers ✕

Office and Administrative Support Workers ✕

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Continue

Check your preferences regarding School year, Graduation date, Majors and GPA. Please note, selecting qualifications is optional. Click Continue at the bottom of the page.

Candidate qualifications

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

School year (optional)

Freshman Sophomore Junior Senior Master's

Master's 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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Continue

To post your job at Lehigh University, type Lehigh in the Search bar. Click Continue at the bottom of the page.

Choose schools

Where would you like to post your job?

Post to specific schools

Choose from schools where you are approved and have permission to post your job. Federal Work-Study jobs require specific permission. [See approvals and posting permissions.](#)



Lehigh University X

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Continue

Enter the Application open date and the Application close date. Close dates should not go beyond the last day of classes, in the Spring semester. Enter the number of students you expect to hire for the position. Click "On Handshake" for How will candidates submit applications. Please do not use a separate website or Applicant tracking system. All applications should be completed through Handshake. Click Continue at the bottom of the page.

Application process

What's the application timeline and process?

Application open date

2023-09-18



Application close date

2024-03-18



Number of hires

This will not show up to job seekers.

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How will candidates submit applications?



On Handshake

Keep all your applications in one



On a separate website

Enter a website or Applicant Tracking

Disregard Company Division. We do not use divisions at Lehigh. The default Job owner will be the name of the person posting the work-study position (the person logged in to Handshake).

Choose your Messaging Availability, how you would like to receive applications, and if any other team members should receive the applications – please note the person you add must have a Handshake account and be connected to your Department. Click Continue at the bottom of the page.

Your hiring team

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

Company division (optional)

Company divisions are managed by your administrator. Your hiring team can use them to organize and filter jobs.

Job owner



Tara Moughan

[Add profile photo](#)

Messaging availability

Give candidates the option to message you through the job post. Messages from candidates will not count against your message limit.

Feature Tara Moughan 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](#)

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[Continue](#)

After you hit this Continue button, you will see a template of your answers. Review your job, make any necessary edits and then click Post Job, at the bottom of the page. Once you hit the Post job button, 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. You will be notified 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.

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