Directions for Posting a Work Study Job on Handshake

*Log on to Handshake & click on Post a Job

*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)
   ***<u>General</u> qualifications for the position and the <u>Specific</u> qualifications for the various
   levels or rates of pay associated with the position**

Click Continue at the bottom of the page.

Job title

Job Title-WS

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

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

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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	Remote	Hybrid
Employee works in person from a specific location.	Employee works from home.	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.

Bethlehem, Pennsylvania, United States ✕

☐ 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	Part time
30 hours per week or more	Less than 30 hours per week

Hours (optional)

[   ] hours per [week   ⌄]

Employment duration

○ Permanent

● Temporary or seasonal

Estimated start date   **Estimated end date**

[2023-08-28   📅]   [2024-05-03   📅]

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 ⌄	10.00	USD ⌄

🖾 **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 ✕

Back   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
--- ⌄	--- ⌄

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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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.

Search by school name or location   🔍

Lehigh University ✕

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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?

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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)

Choose team member 🔍

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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.