How to Post a Job

Create your employer account (if you haven't already done so) using the [SUNY Poly employer](#) link or this QR code:

1. Click **Post a Job** from your home dashboard, or click **Jobs** on the left navigation bar to access the Jobs page, then click the blue button **Create Job** in the upper-right corner of the page.

- Review the tabs in the posting, with particular emphasis on **Basics**, **Details**, **Preferences**, and **Preview**
- All fields are required, except those that state "(Optional)" next to the field name.

2. The **Basics** tab:

Job title

Career Services Marketing & Media Assistant [Federal Work Study]

Employer

SUNY Polytechnic Institute, Office of Career Services

> **Type "SUNY Polytechnic Institute" and find your office in the drop-down list**

Not seeing the company or organization you're looking for? Try searching for them or creating their account. This list will automatically be updated to include them once they're approved at your school and have the Post Jobs role.

Please Note: If the Employer has the role "Post Jobs" and does not appear as an option, they may have opted out of job editing capabilities. Please follow up with the employer directly if you would like them to post or edit a job. Once the job is created, you will be able to add colleges and label requirements.

Job Type

○ Internship
○ Cooperative Education
○ Experiential Learning
◉ On Campus Student Employment
○ Fellowship
○ Graduate School
○ Job
○ Volunteer

Employment Type

○ Full-Time
◉ Part-Time

Duration

◉ Permanent
○ Temporary / Seasonal

Is this a Work Study job?

Work study jobs are for eligible students only.

- ● Yes
- ○ No

Status

- ○ Approved
- ● Pending

Apply start

2022-08-01 8:00 am

When students will be able to begin applying to this job.

Expiration date

2022-12-09 8:00 am

When would you like the current active posting at your school to expire?

- **Where should students submit their application?**
  - Apply in Handshake

- **Job Title**
  - Fill in the appropriate title in this text field. Including "Federal Work Study" in the title will help you differentiate between jobs that will not impact your dept budget [Federal Work Study] from those that will impact your dept budget [Student Assistants] if you have multiple positions. As long as an FWS eligible student wants to apply, any office can hire a work study student employee!
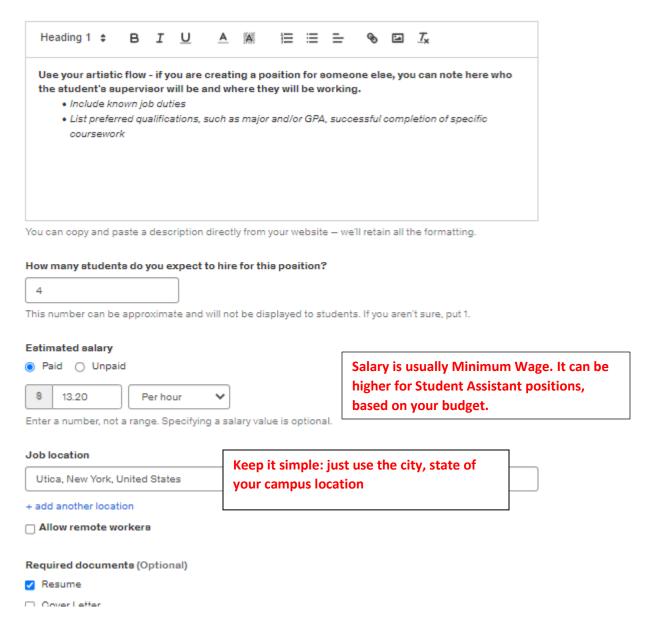
- **Job Type**
  - Select "On Campus Student Employment". This applies to both Federal Work Study as well as any Student Assistant(s) you have funding to employ.
  -

- **Employment Type & Duration**
  - "Part time". Federal Work Study students work an average of 5 hours per week; Their awards are limited to $1,000 per semester. Student Assistants are limited to 20 hours per week.

- **Duration** (either option yields the same result, but you may be prompted for start/end dates for temporary jobs)
  - Permanent

- **"Is this a Work Study Job?"**
  - Yes (only Work Study eligible students will be able to view/apply)
  - No (Department funded position; Human Resources will need to confirm with your dean or director). Be sure to choose the correct answer here. There is a difference.

3. The **Details** tab:

Description

You can copy and paste a description directly from your website — we'll retain all the formatting.

How many students do you expect to hire for this position?

4

This number can be approximate and will not be displayed to students. If you aren't sure, put 1.

Estimated salary

◉ Paid ◯ Unpaid

$ 13.20   Per hour ⌄

Enter a number, not a range. Specifying a salary value is optional.

Salary is usually Minimum Wage. It can be higher for Student Assistant positions, based on your budget.

Job location

Utica, New York, United States

Keep it simple: just use the city, state of your campus location

+ add another location

☐ Allow remote workers

Required documents (Optional)

☑ Resume

☐ Cover Letter

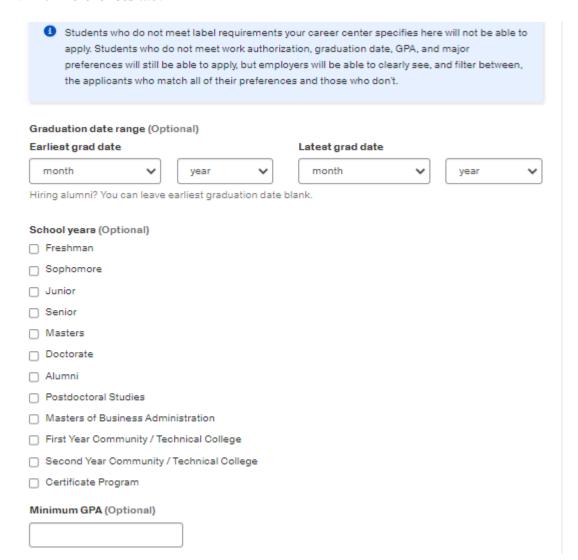- Add a **Description** for your job. List the job duties.

  NOTE: In your job description, remind students that in order to complete the hiring process, Human Resources requires TWO forms of ID when completing the I-9. This includes a driver's license or other government/military/student ID, plus SS card, birth certificate or other official ID. A passport will satisfy both requirements. It is helpful to include this in the description, as students typically will not bring all forms of ID in the fall and mailing them can be risky.

- **How many students do you expect to hire for this position?** Contact Career Services (CareerServices@sunypoly.edu) if you need more than four Federal Work Study student employees.
- **Estimated Salary**
  - Paid. All Federal Work Study student employees are paid minimum wage, which may vary in NYS. Currently, the minimum wage in Oneida County is $15.50 per hour. It will increase on 1/01/2026 to $16.00 per hour. Please note this when hiring non-work study Student Assistants and adjust your spring term forecasts accordingly.

- **Job location**
    - Utica NY
    - If any of the work will be remote, check the "**Allow remote workers**" box. This will enable eligible students in fully online programs to apply where appropriate.

    - Choose any **Required documents** for the job application (Résumé, Cover letter, etc)
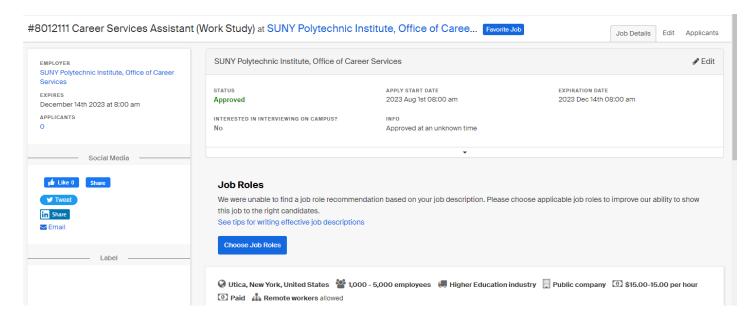
4. The **Preferences** tab:

> ⓘ Students who do not meet label requirements your career center specifies here will not be able to apply. Students who do not meet work authorization, graduation date, GPA, and major preferences will still be able to apply, but employers will be able to clearly see, and filter between, the applicants who match all of their preferences and those who don't.

Graduation date range (Optional)

Earliest grad date		Latest grad date	
month ⌄	year ⌄	month ⌄	year ⌄

Hiring alumni? You can leave earliest graduation date blank.

School years (Optional)

☐ Freshman

☐ Sophomore

☐ Junior

☐ Senior

☐ Masters

☐ Doctorate

☐ Alumni

☐ Postdoctoral Studies

☐ Masters of Business Administration

☐ First Year Community / Technical College

☐ Second Year Community / Technical College

☐ Certificate Program

Minimum GPA (Optional)

[   ]

Major categories (Optional)

☐ Arts & Design - 0 of 2 majors selected

☐ Business, Entrepreneurship & Human Resources - 0 of 6 majors selected

☐ Communications - 0 of 3 majors selected

☐ Computer Science, Information Systems & Technology - 0 of 9 majors selected

☐ Engineering - 0 of 9 majors selected

☐ General Studies - 0 of 3 majors selected

☐ Health Professions - 0 of 3 majors selected

☐ Life Science - 0 of 2 majors selected

☐ Math & Physical Sciences - 0 of 3 majors selected

☐ Social Sciences - 0 of 5 majors selected

These consolidate individual majors across every school on Handshake. Choose a specific major by school.

Colleges (Optional)

Choose a college ▾

The employer will not see which colleges you have chosen.

Required labels (Optional)

Students with these labels ▾

The employer will not see what labels you have chosen.

Applicant package recipients (Optional)

Choose recipient ▾

Not seeing the recipient you're looking for? Create a new contact

✕ Jennifer Das

☐ Email a summary of all applicants once my job expires

☑ Email every time a new student applies

  ◉ Send all applicants
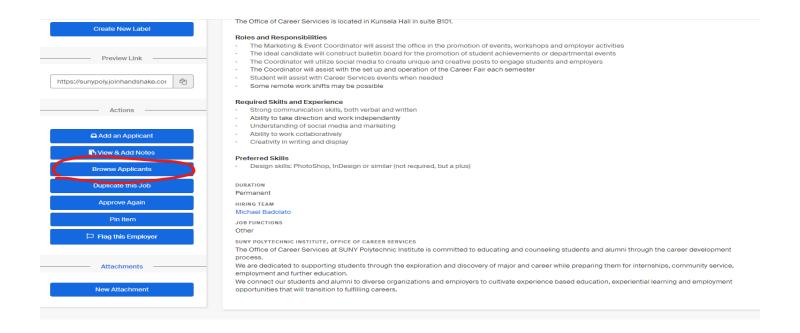
  ○ Only send applicants who match all preferences

- Add optional **Graduation date range**, **School Year, Minimum GPA**, **Major Categories** if desired. This will exclude students who do not meet these criteria from viewing and applying to your job.

- Add **Applicant Packages recipients**. This is especially helpful if you are in a support position and posting positions for multiple departments within your unit. This option is available when your post includes at least one required document (résumé, cover letter, transcript etc).
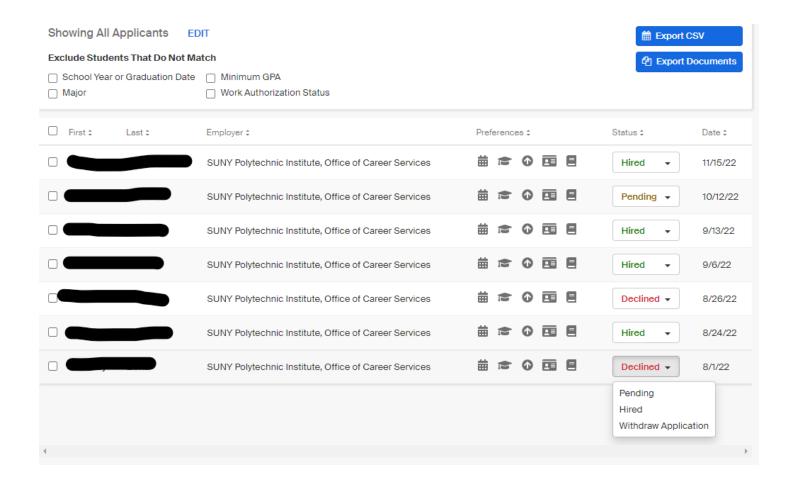
5. The **Preview** tab:

Confirm that all the information appears to your satisfaction. If you're happy with the preview, click **Save** in the lower right corner to save the job. Career Services will review and approve your job.

Once your position is posted in Handshake, you may review candidates using the blue "Browse Applicants" button on the left side. By clicking on each applicant, you can view their resume and other materials.

Once a hiring decision has been made, use the drop down menu for each candidate to indicate their status. You may choose from "Pending", "Hired", "Declined" or "Withdraw Application. This can be found on the right hand side.

Contact the student to inform him/her that he/she has been hired or has not been hired.

NOTE: Contact Human Resources to inform them of your hires and they will collect necessary student/job information.HR will contact the student to schedule a time to complete the hiring paperwork and collect the necessary documentation in order to determine the start date.

Remember- Students need two forms of ID in order to complete the I-9. Remind them of this when you contact them to offer them the position.

Adapted from https://support.joinhandshake.com/hc/en-us/articles/218693198