

How to Post a Job on Handshake for On Campus Student Employment Positions

Step 1: To post a job on Handshake, you must create a Handshake **Employer** account and connect to your **Company Profile** through Handshake.

- **For NMSU Departments:** Please connect to your appropriate college “company” profile (ex: NMSU-College of Arts & Sciences)
- If there are questions on which NMSU company profile to connect to, please contact the Office of Experiential Learning at: 575-646-1631 or email: ael@nmsu.edu for further guidance.

Step 2: To begin setting up an employer account, click on the link below

- https://app.joinhandshake.com/employer_registrations/new
- You should see a similar screen to the example below:

Handshake Already have an account? [Log In](#)

Sign up as an Employer

Email Address (use your work email)

Password Confirm Password

[Sign Up](#)

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Access 13M+ early talent professionals—the largest, most active and diverse network in the US.

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Tufts UTSA
UTB
U
M

Step 3: Await Handshake Approval. Handshake may reach out for further information if needed.

Handshake

🔒 We're reviewing your new account

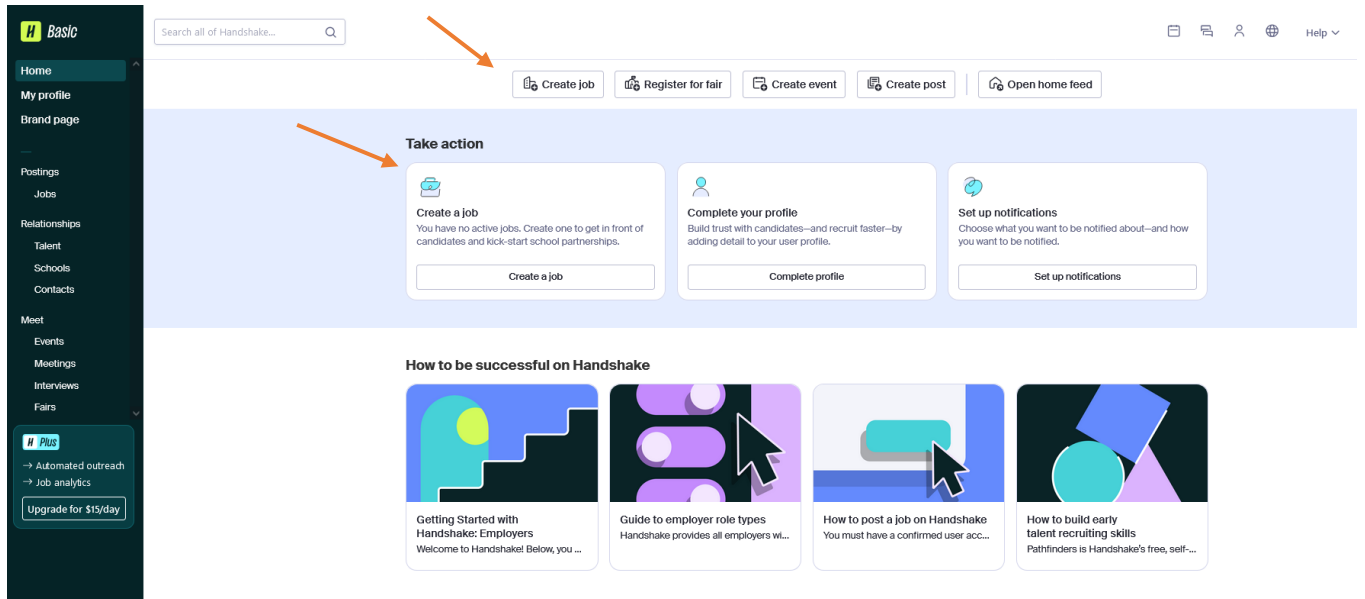
Thanks for your interest in joining Handshake!

As part of Handshake's trust and safety process, we validate new employer accounts when they are created. To learn more about how we validate accounts, check out our Help Center's [employer validation article](#).

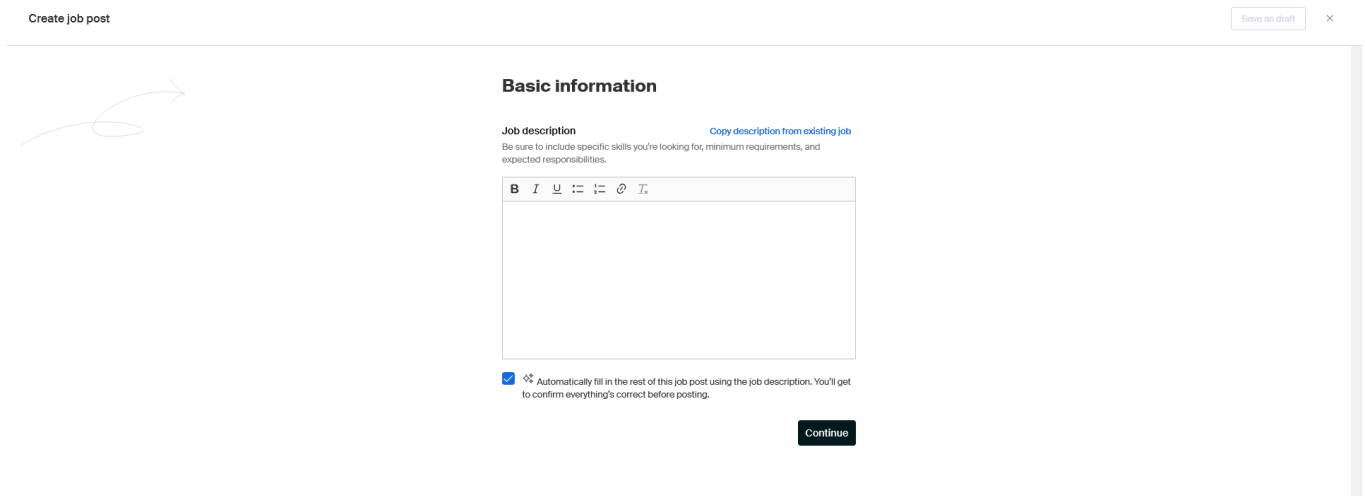
What happens next?

We'll email you as soon as your account is ready. For most employers, this is within a day or even hours. In the meantime, [contact our Trust & Safety team](#) if you'd like to speak with someone, or learn how to make the most of Handshake with this [10-min. tutorial](#).

Step 4: Click on **Create Job** on from the top of your Employer Dashboard or click on **Create Job** under the **Take Action** section in the center of your screen.



Step 5: Type in the job description under **Basic Information** or copy and paste from an existing job description.



Step 6: Type in the **Job title** and select position type. For **student employment**, positions make sure to select **On Campus Student Employment**. If the position qualifies as work-study, make sure to check the box for **Work-Study program**.

- Students will only be able to view work-study positions if they are work-study eligible.

Create job post Save as draft ✕

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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Step 7: Indicate **Location Requirements** for position (ex. Onsite, remote or Hybrid). If onsite, please list location of where the position will be housed.

Create job post Save as draft ✕

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.

Tip
Early talent is more likely to apply when a location is included. Adding one here ensures your job shows up in location-based searches and recommendations.

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

Las Cruces, New Mexico, United States ✕

Job is located at residential address

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Step 8: Indicate **Time Requirements** such as Part time. Enter the number of hours per week (ex. 20 hours). Select **Employment duration** such as permanent or temporary/seasonal.

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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

Hours (optional)

20 hours per week

Employment duration

Permanent

Temporary or seasonal

Estimated start date: 01/15/2025

Estimated end date: 05/09/2025

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Step 9: Indicate **Expected pay** for the position. List any benefits, perks and additional benefits if applicable.

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Compensation and benefits

What should candidates expect to earn?

Tip

Early talent is more likely to apply to jobs that show expected pay—and institutions are more likely to approve and recommend them.

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	12	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)

Step 10: Categorize your job by Job Role from the list of Handshake job roles.

Create job post Save as draft ×

Categorize your job

Tell us the type of job you're hiring for by adding job role groups.

Tip
Job role groups help candidates find your job. They also help us recommend which candidates you should message and where to post your job.

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](#).

 ×

Step 11: Indicate Candidate Qualifications such as necessary skills, work authorization, school year (optional), graduation date (optional), major (optional) and minimum GPA (optional).

Create job post Save as draft ×

Candidate qualifications

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

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

Skills

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 is eligible for US visa sponsorship
- This job is open to candidates with Curricular Practical Training (CPT)
- This job is open to candidates with Optional Practical Training (OPT)

This job does not require US work authorization

School year (optional)

Step 12: This window will automatically fill in New Mexico State University if you selected **“On Campus Student Employment”**.

Create job post Save as draft ✕

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
Choose from schools where you have permission to post Work-Study jobs. [View permissions](#).

🔍

New Mexico State University ✕

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Step 13: Indicate the application window and process by filling out the fields below, making sure to select how students can submit their application. For **on campus positions**, please select **“On Handshake”** as students do not apply within a separate site.

Create job post Save as draft ✕

Application process

What's the application window and process?

Application open date

Application close date

Number of hires
This will not show up to candidates.

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.

*This area also serves as a space to indicate under **other**, students need to upload a screenshot of their work-study award if they are eligible:

Tip
The fewer documents you require, the more likely candidates are to apply.

Additional required documents on Handshake

- Handshake profile
- Resume
- Cover letter
- Transcript
- Other

Instructions for applicants

Please upload a screenshot of your work-study award if eligible.

64/150 characters

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Step 14: Select **your hiring team** which are individuals who can view/receive applications. You may also select to feature yourself to receive messages from student applicants through Handshake.

Create job post Save as draft ×


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.

Tip
Stand out from the competition by offering candidates a way to connect and learn more before applying.

Job owner

 **Amanda Madrid** Remove
Program Manager, Corporate Relations

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

Feature Amanda Madrid 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](#)

*Select team members who already have an account setup with Handshake and are connected to your company profile or invite new teammates which will add them to your organization on Handshake.

Hiring team members (optional) [Invite new teammate](#) 

Patricia Leyba Remove

Send summary email once application period closes

Send email when a candidate who meets qualifications applies

Send email when a candidate applies

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Step 15: Confirm everything is accurate before posting to your school. Click **“Post Job”** when ready to do so. You should receive a notification from Handshake that your job posting is being reviewed.

***Keep in mind NMSU Human Resources approves all on-campus positions that are posted through Handshake. Inquiries concerning status of position can be emailed to teamhrs@nmsu.edu or by contacting the NMSU Office of Experiential Learning: ael@nmsu.edu or 575-646-1631. Make sure to include the Job ID # in your inquiry message.**

Create job post Save as draft **Post job** ✕

Basic information ✎ Edit

Job description
Test

Position details ✎ Edit

Job title
Test

Position type
On Campus Student Employment

Work-Study program
Yes

Location requirements ✎ Edit

Location type
Onsite

Onsite location
Las Cruces, New Mexico, United States

Time requirements ✎ Edit

Schedule
Part time

Hours
20 hours per week

Your hiring team ✎ Edit

Company division
--

Job owner
Amanda Madrid

Hiring team members
Patricia Leyba

Back**Post job**