



Off-campus Employer – How to Post a Job to Handshake:

Step by step guide on how to post a job:

IF YOUR COMPANY IS NEW TO HANDSHAKE CLICK THIS [LINK](#) TO SET IT UP

- 1) Join Handshake and [create a profile](#): [Handshake: Careers start here | Handshake](#)
- 2) Use your company's email address and password of your choice. If you are having trouble with this, please feel free to reach out to careers@stmartin.edu or support@joinhandshake.com for assistance.
- 3) Once you have created an account, you will see the button "Create job" on the top middle-left. Click here to begin.



4) Job Description: Feel free to fill out all information you have about the job you are posting. This "Job Description" will be specific to the role you are looking for. See the example of a simple job description on the next page. Then click **Continue**

- *A few key components will include* stating whether you will be an on-campus option (if so, make sure the employer is Saint Martin's University) and if you're eligible to hire for work-study

Basic information

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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- Automatically fill in the rest of this job post using the job description. You'll get to confirm everything's correct before posting.

Job description

General Job Description:

Saints Mentors with Heart – Lead Student are enthusiastic representatives of Saint Martin's University who commit to be on the frontlines of fulfilling the program's mission. SMH includes approximately 55+ upper-division students to serve in this role, ranging from various majors, identities, and backgrounds. Each peer mentor is assigned and paired with 3 – 5 mentees. As a Lead you will support the Program Manager and the Chief Office of the Diversity and Equity Center to help assist, guide and support the Peer mentors who are ready to listen, inspire, and serve their mentees, helping them navigate the challenges and barriers of academic life. Mentors walk with mentees to help ensure their intellectual, social, emotional, and spiritual—holistic—success.

Every student deserves to feel like they belong. You'll have the unique opportunity to share what you wish you would have known when you started your journey at Saint Martin's University!

II. Primary Responsibilities:

Speaking directly with your mentee, using open-ended questions, sharing an experience*, engaging in a conversation, using Benedictine Listening, get to know your mentee you need to build trust

You will be responsible for communicating with a group of up to 10-12 mentors who are connecting with newly admitted first-year students via web, text message, or in-person

Getting in contact with your mentor group may be using technology such as phone call, emailing, texting or a social media platform, however, a check in will **not** be only conducted using texting or social media.

Finally, you'll provide Mentor Collective and Saint Martin's University with feedback on how to improve the program (e.g. by surveys, user interviews, etc.)

III. Routine Responsibilities:

You'll likely spend 6-10 hours per week connecting with Peer Mentors, though this may vary (with more engagement occurring at the beginning)

Attend the weekly check in with the Program Staff

IV. Requirements:

Must be a full-time undergraduate student who is not a first-year student, and good academic, GPA of 2.0 or above and student disciplinary standing, must have no academic or conduct infractions

Integrity, enthusiasm, a positive attitude, critical thinking skills, strong interpersonal skills, resourcefulness, responsiveness, reliability, and leadership experience.

Willingness to take reasonable risks and to learn from others.

Full participation in mentor training and help design mentor training.

Willingness to live by and support the philosophy and policies of Saint Martin's University

Availability for Student Leader training, new student move-in, and throughout Welcome Weekend.

5) Position details: Input the job Title, Position type, check “Work-Study program” if applicable. Then click **Continue**.

Position details

Job title

Front Desk Staff

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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6) Location requirements: Determine the location of the position you are offering. Then click **Continue**.

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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7) Time requirements: Consider the hours your employee (student) will be required to work. Select Full-time or Part-time. If selecting the Part-time option, input hours per day/week/month. If selecting Temporary or Seasonal, input estimated start and end date. Then click **Continue**.

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
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Hours (optional)

<input type="text"/>	hours per	<input type="text" value="week"/>
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Employment duration

- Permanent
- Temporary or seasonal

Estimated start date

Estimated end date

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8) Compensation and benefits: Next you will need to determine compensation for your student. Please refer to the Washington State minimum wage guidelines. Select the expected pay and input amount, if applicable select additional compensation, benefits, perks, or additional benefits. Then click **Continue**.

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	16.28	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)

Have more to offer? Add a link to your company benefits page.

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9) Categorize your job: Are you looking for a student with specific expertise? You must select 1 role and no more than three roles total). Then click **Continue**.

Ex/ for desk work input "Office and Administrative Support Workers".

Categorize your job

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

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](#).

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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.

10) Candidate's qualifications: Here you can be more specific about the types of skills you would like your candidate to possess. Are you looking to hire a first-year student? Second? Or are you open to any undergraduate/graduate student? Searching for a student within a specific major? Select these optional qualifications in this step. Include GPA requirements here if this applies. Then click **Continue**.

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 does not require US work authorization

School year (optional)

Freshman Sophomore Junior Senior Masters

Masters 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.](#)

Special Education X Secondary Education X Higher Education X

Education Administration X

Minimum GPA (optional)

Only include if your job has specific requirements.

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11) Choose School: Select post to specific school and enter Saint Martin's University. Then click **Continue**.

Choose schools

Where would you like to post your job?

Post to all approved
Maximize visibility by posting to all schools where you're approved.

Post to specific schools
Reach specific candidates by choosing schools or school lists.

Post to specific schools

Search by school name or location Lists

Saint Martin's University X

Updated 4/25/25 HM

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12) Application Process: Specify the application open and close date (how long would you like this opportunity to be displayed for students to view and apply to?). Consider how many students you are looking to hire. Select how the student will apply for the job, through Handshake or a separate website. Select the required documents you require to apply (e.g. resume, cover letter, or transcript). The student's Handshake profile will be automatically selected. Then click **Continue**.

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.

Additional required documents on Handshake

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


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13) Your hiring team: Lastly, decide who will be on your hiring team. Select messaging availability and email settings if desired. Any individuals you would like to view candidate applications, must have their company emails included here. Then click **Continue**.

Your hiring team

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

Job owner

 **Hannah Montgom...** [Add profile photo](#) [Remove](#)
Program Coordinator ...

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

Feature Hannah Montgomery 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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14) Power up your job post with Plus: Select if you'd like to use Handshake Plus or Basic for your job post. Then click **Continue**.

Power up your job post with Plus

H Plus


Handshake Plus **Popular** \$15/day

Get 4.6x the applicants

- ✓ Wider distribution for more job views
- ✓ Automated outreach to top candidates
- ✓ More matches and filtering
- ✓ Job performance and analytics
- ✓ Increased support at every step

Cancel anytime.

"Handshake Plus is a cost-effective solution for our recruiting needs. Being able to reach out to students directly, discuss roles, and match their profiles to our needs has been a game-changer."

 Peter Gabranski
Regional Director

H Basic

Standard plan

Recruit on your own timeline.

- ✓ Job shown in search results
- ✓ Limited messages

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15) One last check: Review the job application for any errors or necessary edits then click **"Post Job"** on the top or bottom right of the page. Congrats! You have posted a job through Handshake. If you want to wait to post it, click **"Save as draft"** on the top right of the page.