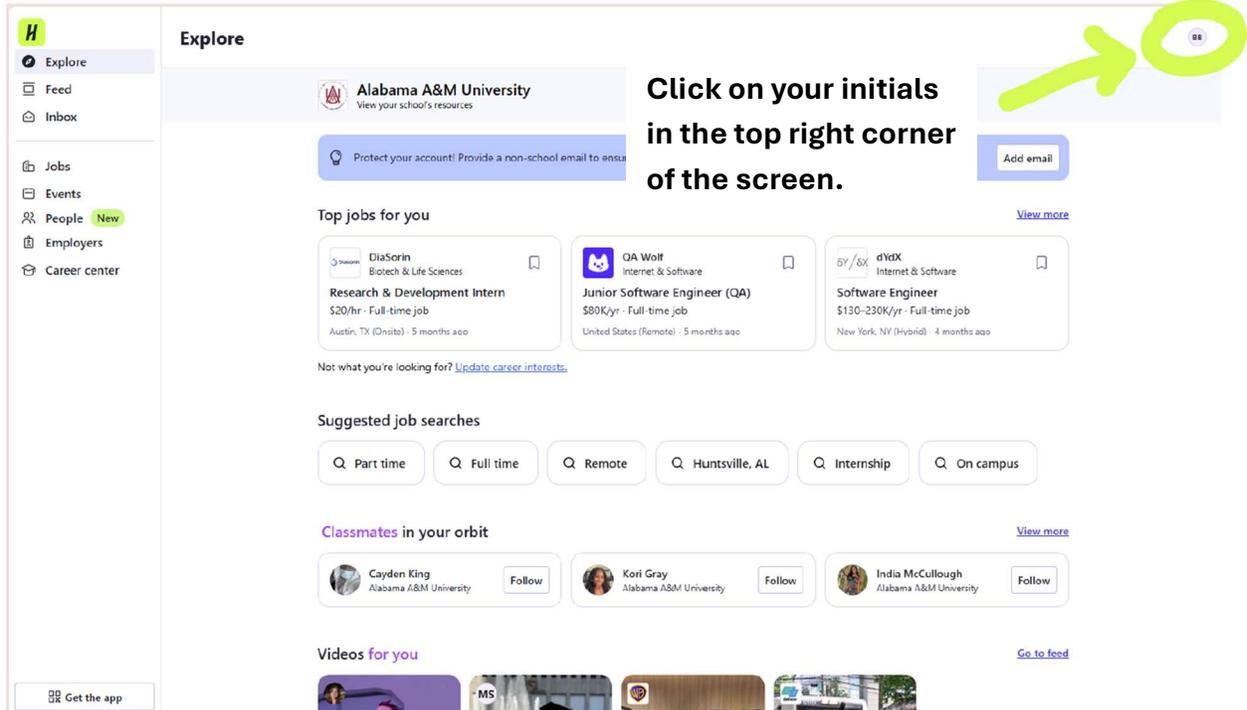


Posting an On-Campus Job on Handshake

Step 1: Via Single Sign on, search for Handshake and log in using your Student profile. If you have never logged in before, you will be prompted to answer some questions before signing in.

Once signed in, you will need to switch to the “Employer” view. To do so...



H Explore

- Explore
- Feed
- Inbox
- Jobs
- Events
- People **New**
- Employers
- Career center

Alabama A&M University
View your school's resources

Protect your account! Provide a non-school email to ensure you can access Handshake after graduation. [Add email](#)

Top jobs for you [View more](#)

- DiaSorin** Biotech & Life Sciences
Research & Development Intern
\$20/hr - Full-time job
Austin, TX (Onsite) - 5 months ago
- QA Wolf** Internet & Software
Junior Software Engineer (QA)
\$80K/yr - Full-time job
United States (Remote) - 5 months ago
- dVdX** Internet & Software
Software Engineer
\$130-230K/yr - Full-time job
New York, NY (Hybrid) - 4 months ago

Not what you're looking for? [Update career interests.](#)

Suggested job searches

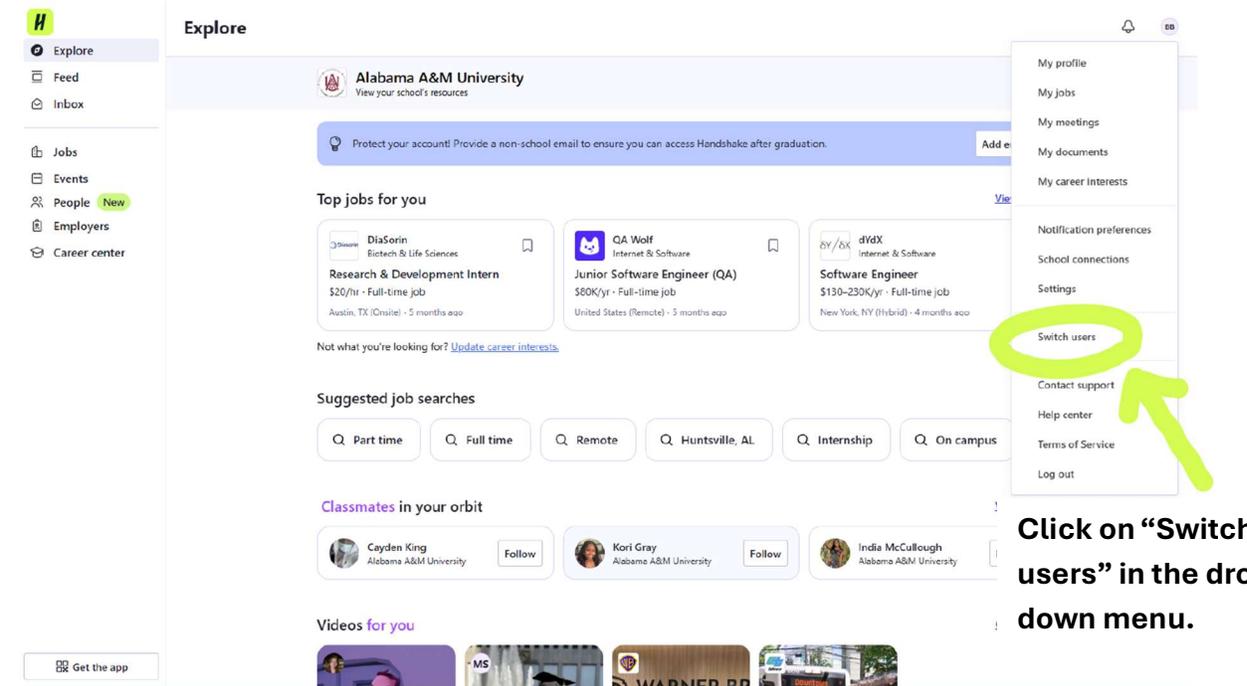
- Part time
- Full time
- Remote
- Huntsville, AL
- Internship
- On campus

Classmates in your orbit [View more](#)

- Cayden King** Alabama A&M University [Follow](#)
- Kori Gray** Alabama A&M University [Follow](#)
- India McCullough** Alabama A&M University [Follow](#)

Videos for you [Go to feed](#)

[Get the app](#)



H Explore

- Explore
- Feed
- Inbox
- Jobs
- Events
- People **New**
- Employers
- Career center

Alabama A&M University
View your school's resources

Protect your account! Provide a non-school email to ensure you can access Handshake after graduation. [Add email](#)

Top jobs for you [View more](#)

- DiaSorin** Biotech & Life Sciences
Research & Development Intern
\$20/hr - Full-time job
Austin, TX (Onsite) - 5 months ago
- QA Wolf** Internet & Software
Junior Software Engineer (QA)
\$80K/yr - Full-time job
United States (Remote) - 5 months ago
- dVdX** Internet & Software
Software Engineer
\$130-230K/yr - Full-time job
New York, NY (Hybrid) - 4 months ago

Not what you're looking for? [Update career interests.](#)

Suggested job searches

- Part time
- Full time
- Remote
- Huntsville, AL
- Internship
- On campus

Classmates in your orbit

- Cayden King** Alabama A&M University [Follow](#)
- Kori Gray** Alabama A&M University [Follow](#)
- India McCullough** Alabama A&M University [Follow](#)

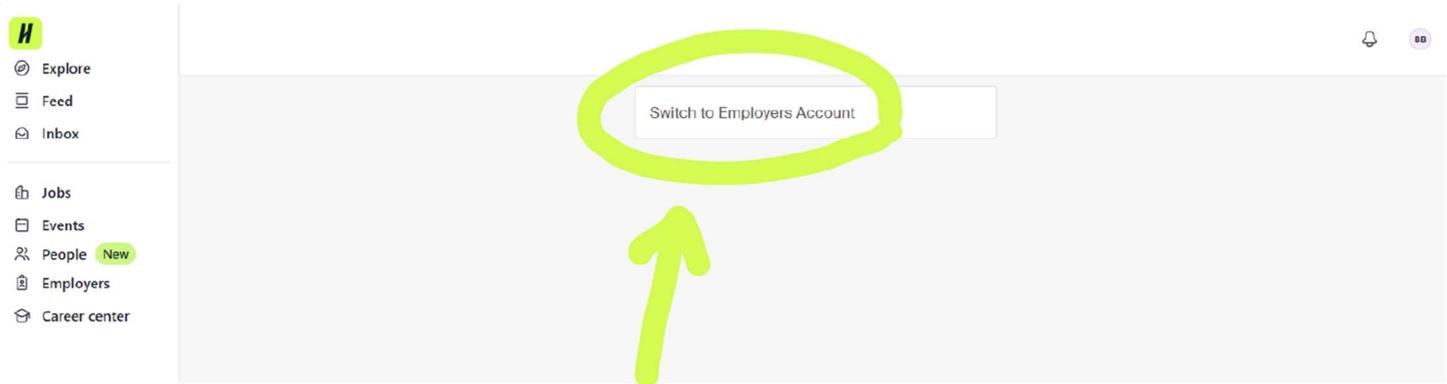
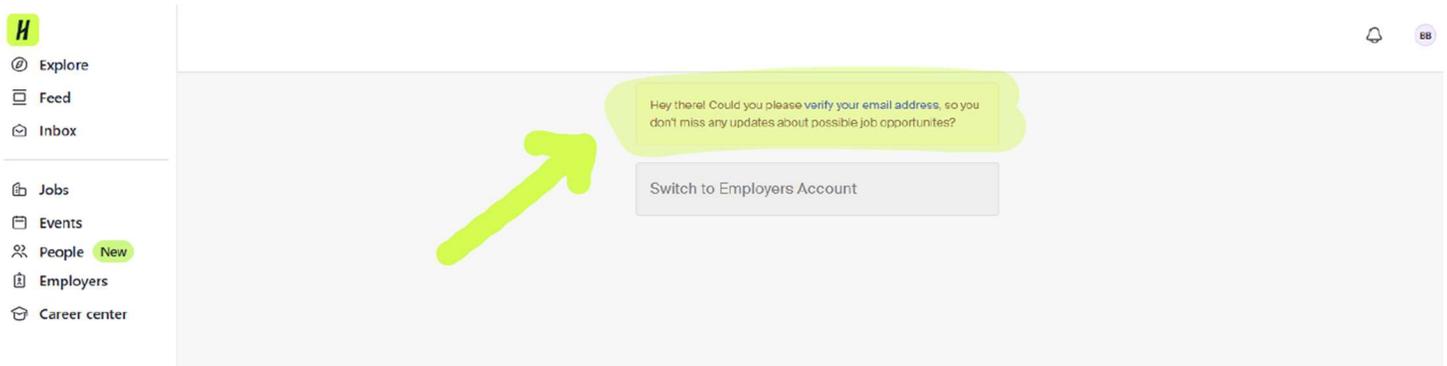
Videos for you

[Get the app](#)

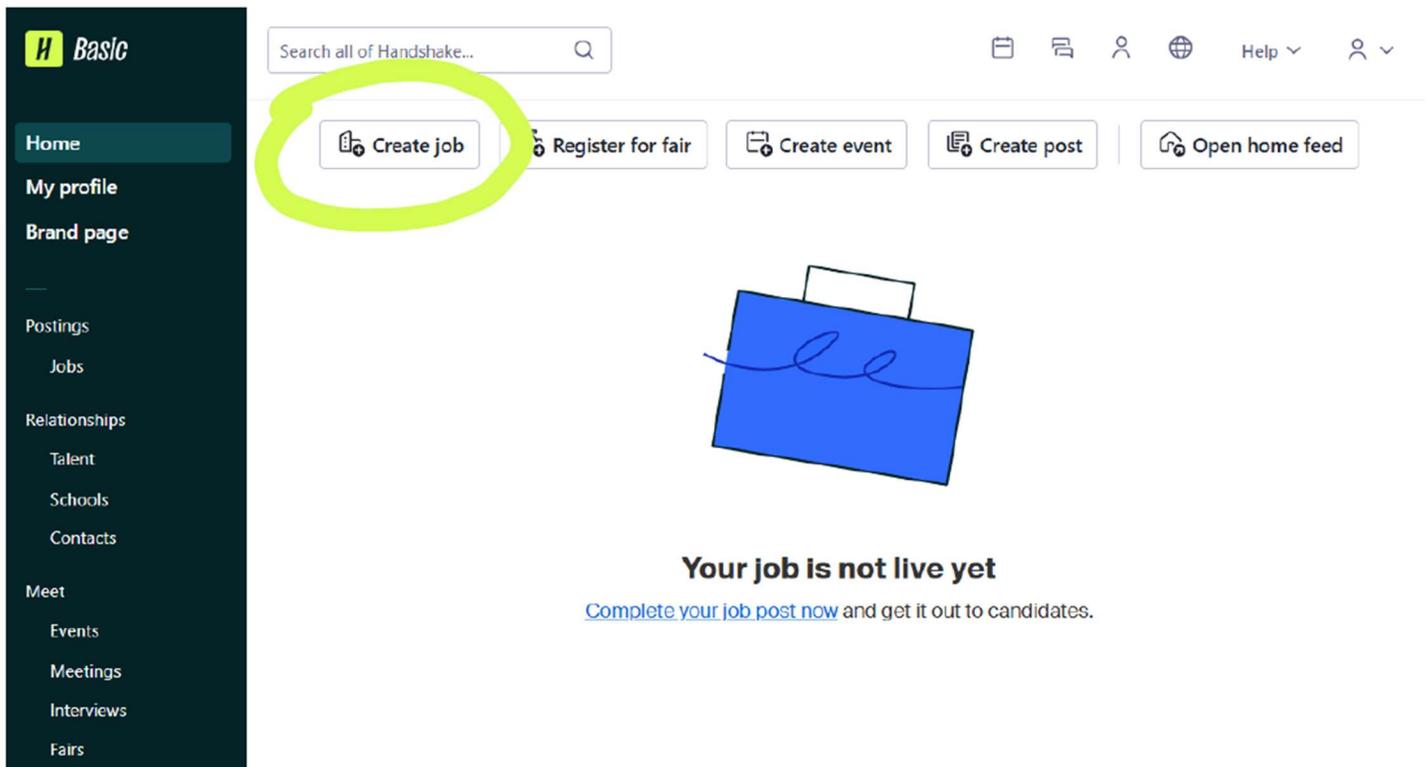
- My profile
- My jobs
- My meetings
- My documents
- My career interests
- Notification preferences
- School connections
- Settings
- Switch users**
- Contact support
- Help center
- Terms of Service
- Log out

Click on “Switch users” in the drop-down menu.

If this is the first time you are switching to the "Employer Account," you may need to **verify your email address**. Click on the link, and an email will be sent to you from Handshake. Once your email is verified, you can click on "Switch to Employers Account."



Step 2: Once you are on the home screen, click on "Create Job"



Step 3: Copy and paste the information from your job description here. This should include the position summary, purpose and learning outcomes, key responsibilities, qualifications, and experience gained in the role (referencing the NACE competencies).

Create job post

Save as draft X



Basic information

Job description

[Copy description from existing job](#)

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

B I U

Position Summary:

The Student Administrative & Office Support Assistant provides essential administrative, clerical, customer service, and event support to their assigned department. This role offers college students valuable opportunities to gain professional experience in a university setting while contributing to the department's daily operations, programs, and services. Students will develop transferable skills in office administration, communication, and teamwork.

Purpose and Learning Outcomes:

- Develop foundational administrative and organizational skills applicable across various professional settings.
- Enhance professional communication (written and verbal) and interpersonal skills when engaging with university stakeholders, students, employers, and visitors.
- Gain practical experience managing office tasks, maintaining records, and supporting departmental operations and events.
- Build confidence in providing excellent customer service and peer support.
- Deepen understanding of departmental operations, program planning, and event coordination.
- Cultivate professionalism, a strong work ethic, and attention to detail in a structured work environment.
- Participate in ongoing coaching and feedback to support personal and career development goals.

Key Responsibilities:

- Provide general administrative and clerical support, including filing, scanning, copying, and data entry.
- Serve as a first point of contact for visitors, students, staff, and external stakeholders; provide assistance or direct inquiries appropriately.
- Manage incoming phone calls, take accurate messages, and communicate effectively with departmental staff.
- Prepare and distribute routine correspondence, documents, and informational materials.
- Support logistical efforts for departmental programs, workshops, and events (e.g. career fairs, employer visits, or campus programs).
- Assist with managing office supplies inventory and maintain clean, organized office common areas.
- Provide peer-to-peer support with departmental tools or resources, following appropriate training.
- Maintain accurate records and ensure confidentiality of sensitive information.
- Attend departmental meetings and contribute to various projects and tasks as assigned to support efficient operations.

Qualifications:

Preferred knowledge, skills, and personal qualifications:

- Interest in gaining professional office experience.
- Previous experience in an office, customer service, or related role.
- Familiarity with standard office equipment and software, including photocopiers, Microsoft Office Suite (Word, Excel, Outlook) or Google Workspace.
- Strong interpersonal, communication, problem-solving, and organizational skills.
- Ability to take initiative, work independently, manage multiple tasks efficiently, and adapt to changing priorities.
- Proactive, adaptable, and eager to take on new challenges.

Required Qualifications:

- Must be a currently enrolled undergraduate or graduate student at Alabama A&M University in good academic standing.
- Minimum cumulative GPA of 2.5.
- Excellent verbal and written communication skills.
- Professional demeanor, punctuality, and reliability.
- Willingness to adhere to University dress code and office standards.
- Ability to work 15–20 hours per week as determined by supervisor.

Experience Gained in this Role:

By the end of the employment period, the student will have developed skills in:

- **Communication:** The student will be able to communicate clearly and effectively in a variety of settings, demonstrating exceptional customer service skills.
- **Professionalism:** The student will demonstrate integrity, accountability, and the ability to maintain a professional demeanor when networking, conversing with employers, and working in various settings.

Tip

69% of early talent say including essential skills in the job description influences whether they apply.

[View job description tips](#)

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

Continue

Step 4: Enter the title of the job and select the position type. “On-Campus Student Employment” should be selected for both bi-weekly and work-study positions. You may check the box by work-study program if you are posting a work-study position.

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

Step 5: Select “Onsite” for all on-campus positions. You will need to enter the University’s street address, which is 4900 Meridian Street North, Huntsville, Alabama 35810.

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.

Job is located at residential address

Step 6: Select “Part time” and enter the number of hours students will work per week. The maximum number of hours for bi-weekly and work-study positions is 20 hours per week. For Employment duration, select “Temporary or seasonal.” Enter the estimated start date and end date for the position, either for a single semester or for a full academic year

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)

hours per

Employment duration

Permanent

Temporary or seasonal

Estimated start date

Estimated end date

[Back](#)

[Continue](#)

Step 7: Enter the expected pay for the position. Select “Exact amount” and enter the hourly rate, which is recommended to be \$12 per hour. Do not select any options listed under Additional compensation, Benefits, Perks, or Additional benefits. These are not included with on-campus student employment positions.

Compensation and benefits

What should candidates expect to earn?

Expected pay Don't show pay

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

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 X

Benefits (optional)

Medical Vision Dental Paid time off Paid sick leave
Parental leave 401(k) match FSA or HSA plans Life insurance X
Disability insurance Student loan repayment Tuition reimbursement
Relocation assistance Commuter assistance Pet insurance

Perks (optional)

Learning stipend Home office stipend Career development X
Gym membership

Additional benefits (optional)
Have more to offer? Add a link to your company benefits page. X

Step 8: Input the type of job you are posting. This could be the same or similar to the actual job title.

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.](#)

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.

Office and Administrative Support Workers X

Customer Service Representatives X

Step 9: Input or select the appropriate qualifications for what you are looking for in your candidates.

Candidate qualifications

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

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

Skills (optional)

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

Customer Service X

Microsoft Office X

Interpersonal Skills X

Communication X

Problem Solving X

Organization Skills X

Professional X

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

--

▼

▼

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.

2.5

Back

Continue

These options can be selected for bi-weekly positions. International students are not eligible for work-study.

Identify which classifications you are looking to hire.

Work-Study positions require a minimum 2.5 GPA.

You can select skills that are most relevant to your position. These should relate to the qualifications listed on your job description.

If your position is open to all majors, this can be left blank. Otherwise, indicate the specific majors you are looking for.

Step 10: Alabama A&M University will be auto-filled, as you are posting an on-campus position.

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

Search by school name or location



Lists 

Alabama A&M University 

Back

Continue

Step 11: Input specific information regarding the application process.

Application process

What's the application window and process?

Application open date

2025-07-16 06:00 AM GMT-5 

Application close date

2025-08-15 06:00 AM GMT-5 

Number of hires

This will not show up to candidates.

1

You may indicate the total number of students you intend to hire. This information will not be visible to students.

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.

To streamline the hiring process, students should submit applications on Handshake

 **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

It is recommended that students be required to upload their resume when they apply for positions on Handshake.

Back

Continue

Step 12: Before posting the job, review all information for accuracy. If all of the information looks correct, **you are ready to post!**