

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?









Note: Federal Work Study students are limited to 5 hours per week; Student Assistants (dept funded) are limited to 20 hrs per week.

“Apply Start” date for student applications will be 8/01/2022. The actual start date for the student employee will be determined by the Office of Human Resources.

- **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.
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- **Employment Type & Duration**
 - “Part time”. Federal Work Study students are limited to 5 hours per week; Student Assistant(s) 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 eligible students will be able to view/apply)
 - No (department funded position; Human Resources will need to confirm with your dean or director).

3. The **Details** tab:

Description

Heading 1  **B** *I* U A       

Use your artistic flow - if you are creating a position for someone else, you can note here who the student's supervisor will be and where they will be working.

- *Include known job duties*
- *List preferred qualifications, such as major and/or GPA, successful completion of specific coursework*

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

8	13.20	Per hour	▼
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Enter a number, not a range. Specifying a salary value is optional.

Job location

Utica, New York, United States

[+ add another location](#)

☐ Allow remote workers

Required documents (Optional)

☒ Resume
☐ Cover Letter

- Add a **Description** for your job. List the job duties.
- **How many students do you expect to hire for this position?** Play fair with your colleagues – 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 is \$13.20 per hour. It will increase on 1/01/2023 to \$14.20 per hour. Please note this when hiring non-work study Student Assistants and adjust your spring term forecasts accordingly.
- **Job location**
 - Utica campus: Utica NY; CNSE: Albany 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:

i 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

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)

The employer will not see which colleges you have chosen.

Required labels (Optional)

The employer will not see what labels you have chosen.

Applicant package recipients (Optional)

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:





Career Services Marketing & Media Assistant [Federal Work Study]

SUNY Polytechnic Institute, Office of Career Services

 Utica, New York, United States

 Part-Time On Campus Student Employment

 \$13.20 per hour




 Higher Education

 1,000 - 5,000 employees

 No on-campus interviews

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 post in 1-2 business days. We reserve the right to edit job posts to reflect the correct expiration date and minimum hourly wage.

6. Review student applications as received. Schedule interviews as needed. When you select a candidate, go to the **Applicants** tab of your job post and mark them “Hired”. We will send a report of “hired” students to the Office of Human Resources; they will coordinate the on-boarding process and determine with you the student employee’s start date.

First :		Last :	Employer :	Preferences :	Status :	Date :
[Redacted]			SUNY Polytechnic Institute, Office of Career Services	    	Hired	08/09/21

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