WHITMAN COLLEGE

EMPLOYER GUIDE TO POSTING A STUDENT POSITION IN HANDSHAKE

Welcome to Handshake, the platform that employers use to post positions for student employment! We hope this guide will help you successfully post a position in Handshake. Please read carefully as the instructions contain information that is very specific to how we post student employee positions at Whitman College.

If you do not yet have a Handshake employer account, use your Whitman email address to create an account at https://app.joinhandshake.com/emp. Be sure to use this employer sign-up page rather than a different Handshake registration page (such as that for students). If you encounter any challenges, email ccec_info@whitman.edu for assistance. After logging into Handshake and ensuring you are in the "employer portal," click on "Create job."

SCREEN 1: BASIC INFORMATION
Create a job posting by pasting text from a position description into the "Job description box." All student employee positions should utilize a standard template, which can be found at https://www.whitman.edu/life-at-whitman/on-campus-student-employment/information-for-on-campus-supervisors. After filling in the template, save it as a word document for your records.

Every posting should contain the following elements in this prescribed order.

Job title: Keep it short, simple & general so that they can be reused year after year.

Pay range: The position must receive at least minimum wage, which is $16.68/hour for 2025. Indicate the minimum and maximum pay range expected for this position during the period of employment. Any adjustments to the hourly pay rate made during the employment period must fall within this broad range. This is critical due to Washington state pay transparency laws.

Start date: Indicate the month, day, and year the position is available.

Job description: The job description should include:
- Job purpose: A brief (1-3 sentences) description of the tasks the student can expect to perform on a regular basis
- Principal accountabilities: A bulleted list of the tasks or projects that the student will do day-to-day
- Required knowledge, skills and abilities: The knowledge, skills and abilities one must possess to successfully complete the principal accountabilities

Minimum qualifications: The credentials one must minimally have to be considered for the position. Please note that students use this area to prescreen themselves so typically there should be very few credentials that eliminate one's candidacy.

Educational benefits to be derived by students in this job: Explain how this position enhances a student's education or how it relates to a future career track. The state of Washington encourages that whenever possible; state work study students should be hired in positions related to their academic pursuits.

Some examples of education benefits could include:
- Developing interpersonal skills and effectively collaborating with people from all backgrounds
- Enhancing time management, organizational, and multi-tasking skills
- Improving critical thinking and problem-solving skills

- Practicing written and verbal communication skills
- Gaining experience in presenting workshops
- Working with students in an advising or mentoring capacity
- Developing research skills
- Learning how to navigate databases and information systems; further enhancing technology skills
- Refining notetaking skills
- Improving reflective listening skills
- Increasing proficiency in a language
- Developing broad skills in the hospitality industry
- Deepening knowledge in a field or topic
- Gaining experience in front desk, customer service, or office management
- Demonstrating responsibility and the ability to work independently
- Delivering services in an inclusive manner
- Peer tutoring and teaching
- Developing leadership skills
- Strengthening attention to detail

Supervisor name & phone number: That's you!

Date posted: The date you are entering this position on Handshake.

A sample job posting can be found below.

JOB TITLE: Student Office Assistant
PAY RANGE: $16.68 to $16.68/hour
START DATE: September 2, 2025

JOB PURPOSE
The Student Office Assistant will welcome visitors to the Office of Human Resources, provide basic administrative duties, and complete special projects.

PRINCIPAL ACCOUNTABILITIES

- *Greet visitors to the office and direct them to the appropriate staff member.*
- *Assist students in completing paperwork required to work on campus.*
- *Develop promotional materials as necessary for Human Resources events.*
- *Pay invoices.*
- *Regularly update employee training records.*
- *Assist with data auditing with Human Resources Information Systems (HRIS).*
- *Assist with I9 file compliance.*
- *Complete additional projects as needed.*

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES
Individuals must be able to explain and demonstrate that they possess the knowledge, skills and abilities to safely perform the essential functions of the job, with or without reasonable accommodation:

1. *Ability to maintain strict confidentiality*

2. *Ability to positively and actively contribute to the College's core values of diversity, equity, inclusion, and antiracism by striving to make every individual who visits the office feel welcome, using inclusive language, and using an inclusion lens when creating materials and communications*
3. *Strong interpersonal skills and written and verbal communication*
4. *Strong attention to detail*
5. *The ability to use Microsoft Word and Excel at a basic level*
6. *The ability to learn how to navigate training platforms and information systems at a basic level with hands on training*

EDUCATIONAL BENEFITS TO BE DERIVED BY STUDENTS IN THIS JOB:
The student in this role will have the opportunity to experience a fast-paced professional office environment. As a result of serving in this role, they will strengthen their attention to detail and ability to follow instructions, regularly practice strong interpersonal skills, regularly utilize their writing and marketing skills, gain experience in using two different information systems, and learn about various functions of Human Resources including onboarding, I9 compliance, HRIS data reconciliation and employee training records.

MINIMUM QUALIFICATIONS
Must be at least a first-year student currently enrolled at Whitman College.

SUPERVISOR NAME: *Cara Setchell, Associate Director of Human Resources*
SUPERVISOR PHONE NUMBER: *509-527-5970*
DATE POSTED: *August 1, 2025*

NOTE: If you check the box, "automatically fill in the rest of this job posting using the description," AI will do some of the work for you in subsequent screens. You will be able to confirm and change any information that is AI generated.

SCREEN 2: POSITION DETAILS
In the next screen, you will be prompted to enter:
- Job title
- Position type: Check "On Campus Student Employment" AND "Work-Study program." The "Work-Study program" box must be checked for the first full week of posting. If a sufficiently qualified pool has not been generated after one week, please reach out to Human Resources to determine if the pool can be opened to all students.

SCREEN 3: LOCATION REQUIREMENTS
Choose "onsite," then type in "Walla Walla, Washington" for onsite location.

SCREEN 4: TIME REQUIREMENTS
During the academic year, students can only work part-time, so click on part-time. For "employment duration," indicate "permanent" if the position will last for most of the academic year. If the position is very short in duration (such as they are working for one week or one event, etc.), indicate "temporary or seasonal."

SCREEN 5: COMPENSATION AND BENEFITS
- Under "Expected Pay," click on "custom range." Minimum pay should be minimum wage, which is currently $16.68.
- Maximum pay should be the maximum amount you would pay the person in this position for the duration that they are in this position. Because of Washington state pay transparency laws, you can only pay the person the maximum amount you publish.

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Leave all other fields blank, unless you care to enter your department website under "additional benefits."

SCREEN 6: CATEGORIZE YOUR JOB
Handshake requires you to pick one to three groups. While there are very few helpful job roles that will apply to any student position one that may be used often is "Education Administrators, Postsecondary."

SCREEN 7: CANDIDATE QUALIFICATIONS
Under "Work Authorization," check the box, "This job does not require US work authorization."

While the remaining sections can be left blank, it may be helpful to make use of two fields.
- Under "work authorization," click on "This job does not require US work authorization."
- Under "What you're looking for," you can choose up to 7 skills that show students "at a glance" what skills you are seeking. You can take these from the required skills, knowledge and abilities section of your job posting.
- Under "School year," use this section to indicate if this is an entry level position for first-year students, a more advanced level job for sophomores, juniors or seniors, or if it's a job any student can apply for regardless of where they are in their education.
- Under "Major Groups," use this only if a particular major is absolutely necessary.

SCREEN 8: CHOOSE SCHOOLS
As long as you have entered "On-campus job" on the "Position Details" screen, you should only have to enter "Whitman College" on this screen.

SCREEN 9: APPLICATION PROCESS
In this screen, you need to indicate:
- Application open date, which must be today's date or later
- Application close date: The deadline for applying for the position
- How candidate will submit applications: We prefer that you click "On Handshake," although you may elect an alternate method. If you prefer an alternate process for candidate screening, please consult with Human Resources.
- Additional required documents on Handshake: Please keep this as minimal as possible. For jobs that target first-year students, we recommend checking either the "Handshake Profile" or "Handshake Profile" and "Resume."

SCREEN 10: YOUR HIRING TEAM
Enter your department name and determine how you want to set your email settings. If there are others on your hiring team, you can add them in this screen.

SCREEN 11: ONE LAST CHECK
Review your posting and click on "post job." Please note that at any time, you can save your job as a draft at the top of each screen.