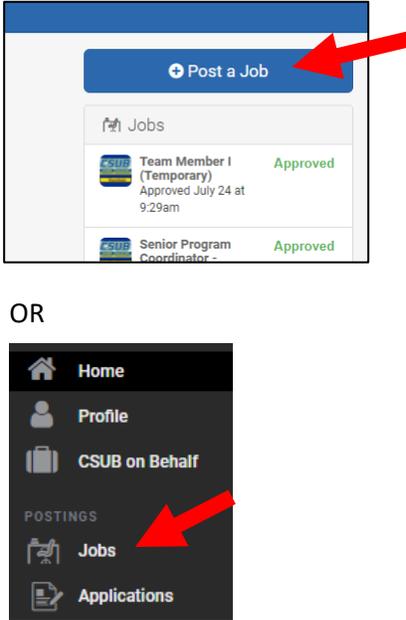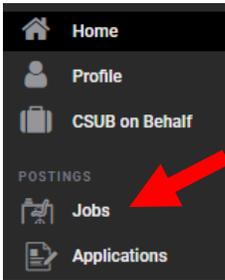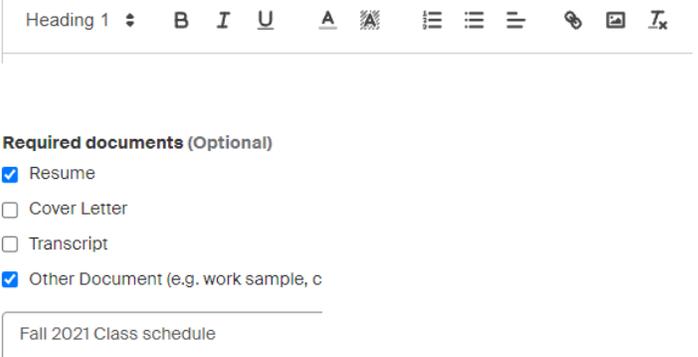CALIFORNIA STATE UNIVERSITY
BAKERSFIELD™

Handshake: How to Post a Student Assistant Job

1.	Go to https://csub.joinhandshake.com/login.	
2.	To log in, please use the **"sign in with your email address"** option. ***Do not click on CSU Bakersfield Login — it is for students only.**	CSU Bakersfield Login ❯ ✗ You can also sign in with your email address. (Please use your .edu address, if applicable.)
3.	Create **Job Posting** Option 1: Select **+Post a Job** Option 2: Select Jobs (left side) Select **Create Job** (right side**)**	⊕ Post a Job ⟵ Jobs Team Member I (Temporary) — Approved Approved July 24 at 9:29am Senior Program Coordinator - — Approved OR ⌂ Home 👤 Profile 💼 CSUB on Behalf POSTINGS 📋 Jobs ⟵ 📝 Applications
4.	**Job Basics** • Complete all sections. • Specify if students are applying via Handshake or include an application link. • **Work Study**: ▪ If it is work study, please include **Work Study** in the job title and request a Form 104 from Financial Aid. ▪ If it is not work study, CECE will issue a Form 105. Click on **Next** to continue	**Where should students submit their application?** ◉ Apply in Handshake ○ Apply through external system **Job title** [ ] ⚠ Job Title is required **Job Type** **Is this a Work Study job?** Work study jobs are for eligible students only. ◉ Yes ○ No [Basics] [Details] [Preferences] [Schools] [Preview] [Next ❯] ⟵

5.	**Details Section** • **Description:** Provide job description, qualifications, and application link if applicable. • **Salary:** Hourly rate is required. • **Required Documents:** Complete this section if students are applying via Handshake. Click on **Next** to continue	**Description** Heading 1 ‖ **B** *I* U̲ A A̶ ☰ ☰ ☰ ⊘ ▣ ⎀ **Required documents (Optional)** ☑ Resume ☐ Cover Letter ☐ Transcript ☑ Other Document (e.g. work sample, c Fall 2021 Class schedule
6.	**Preferences** • Optional Preferences: **Graduation date, School Years, GPA, and Majors** • **Applicant Packages:** Please provide contact name. Contact name is required for the Form 105. Click on **Next** to continue	**Graduation date range (Optional)** **Earliest grad date** **Latest grad date** Earliest grad date : month / year : Latest grad date : month Hiring alumni? You can leave earliest graduation date blank. **School years (Optional)** ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior **Applicant package recipients (Optional)** Choose recipient Not seeing the recipient you're looking for? Create a new contact
7.	**Select a School** If CSUB if not selected • Search for **California State University – Bakersfield** • Provide apply start date and expiration date. Click on **Next** to continue	Job postings Search your schools to add job postings ‖ Global apply start date ❶ Set global start 📅 Global expiration date ❶ Set global expiration 📅 Add All Schools Add Favorite Schools Find More Schools Status Interview on campus? Apply start date Expiration date X [CSUB] California State University - Bakersfield ☐ 2021-10-12 04:00 pm 📅 yyyy-mm-dd 📅
8.	**Preview Posting** • Review posting and click on **Save** (bottom right corner) to submit job. • Job will be pending until CECE Staff activates the job.	‹ Basics Details **Preferences** Preview Next › **Save** ⬅
9.	Once the job posting has been approved, the 105 Hiring Form will be emailed to you.	If you have any questions, please email career@csub.edu.