Handshake

First step is to create/set up a Handshake employer account to post jobs on behalf of the Towson University On-campus Student Employment account. (All Faculty/Staff at Towson are Employers to Handshake)

1) Directions for “How to post a job?”

https://support.joinhandshake.com/hc/en-us/articles/218693198-How-do-I-post-a-job-

Details when posting a GA/TA/RA:

**Job Title:** Be sure to include “Graduate Assistantship/Graduate Assistant” in the title to make it easier for students to search

**Job Type:** Choose Graduate School (in drop down)

**Job Salary:** Can use ‘Total’ amount of Stipend, choose Per Year or double the bi-weekly stipend, choose Per Month

**Job Description:** **Important** to include the Stipend $, Tuition Waiver credits and the specific term(s) with the job description. This will help clarify if the position is for one academic term or for the entire academic year.

2) Reference Faculty/Staff FAQ’s

http://www.towson.edu/careercenter/hire/facultystafffaq.html