

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

Job Salary: Choose Per Year, use ‘Total’ amount of Stipend, OR Choose Per Month, double the bi-weekly amount (you can contact GAO for \$ amount)

2) Reference Faculty/Staff FAQ’s

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