# Handshake Guide

## A STEP-BY-STEP RESOURCE

| **JOB TITLE** | Federal Work Study - Position Title Student Assistant  
Position Title Student Assistant |
|---------------|--------------------------------------------------|
| **EMPLOYER**  | California State University, San Bernardino -  
Department |
| **POSITION TYPE** | Select “On Campus Student Employment”  
Federal Work Study positions need to check the Work Study box.  
Positions marked “Federal Work Study will only be available to  
FWS awarded students.” |
| **JOB DESCRIPTION** | Include detailed, bullet point information about the duties and responsibilities of the position. Please note that Student Assistants are NOT permitted to do work typically assigned to full time staff/faculty. |
| **LOCATION** | Onsite  
San Bernardino, CA |
| **TIME REQUIREMENTS** | Part Time  
20 Hours per Week  
Temporary or Seasonal |
Handshake Guide
A STEP-BY-STEP RESOURCE

EXPECTED PAY
Per Hour - $16.00 required minimum
Do not make selections for additional compensation, benefits, or perks.

CATEGORIZE YOUR JOB
Tell students more about the position by selecting a Job Role Group - What kind of position is this?

CANDIDATE QUALIFICATIONS
Departments may choose to narrow down their search, but we encourage keeping positions as open as possible.
Minimum GPA must indicate 2.0 GPA

ADDITIONAL QUALIFICATIONS
Again, departments may choose to narrow down their search by colleges and labels, but we encourage keeping positions as open as possible.

APPLICATION PROCESS
Select an open and close date - we recommend a 30 day active period. The close date can be adjusted at any time.
Please select “On Handshake” before selecting which documents the department will require from applicants.

HIRING TEAM
Select a representative from the department to be the job owner.
Select relevant notifications as you would like to receive them.

SELECT CONTINUE, REVIEW THE LISTING, AND SELECT “POST JOB” FOR APPROVAL.