# Handshake: How to Post a Student Assistant Job


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.*

3. Create **Job Posting**

   **Option 1:** Select **Post a Job**

   **Option 2:** Select Jobs (left side)
   Select **Create Job** (right side)

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
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.

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.

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.

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.

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**.