

# Handshake Guide

## A STEP-BY-STEP RESOURCE

### JOB TITLE

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**Federal Work Study - Position Title Student Assistant  
Position Title Student Assistant**

### EMPLOYER

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**California State University, San Bernardino -  
Department**

### POSITION TYPE

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**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

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**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

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**Onsite  
San Bernardino, CA**

### TIME REQUIREMENTS

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**Part Time      20 Hours per Week  
Temporary or Seasonal**

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### EXPECTED PAY

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

### CATEGORIZE YOUR JOB

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

### CANDIDATE QUALIFICATIONS

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**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

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

### APPLICATION PROCESS

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**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

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**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.**