

**Job Posting Policy:** All internship and job postings, for positions both internal and external to the college, will be posted to Handshake. Job postings will no longer be promoted individually through email using Google Groups.

**Additional Policies related to Student Employment:** The college must meet federal guidelines for hiring students with Federal Work Study in order to receive federal work study funding.

- All student employment positions must have a job description
- All student employment positions must be posted in Handshake when they become available ensuring fair and equitable hiring practices
- Priority hiring should be made to **students who have been awarded Federal Work Study (FWS)** and who meet your hiring needs. It is legal and appropriate to ask students whether they have been awarded Federal Work Study.
- Secondary priority hiring should be made for **international students who** and who meet your hiring needs. This is because international students are only eligible for paid work on campus or through a credit-bearing internship. It is legal and appropriate to ask students whether they are international students holding an F-1 Visa.

### **Consider the Flexible Employer Program (FEP)**

The Flexible Employment Program (FEP) is similar to a temp agency allowing students to work for different departments across campus as needed and select work opportunities that fit within their schedules.

FEP is best used for short-term project-based work. Some examples of past FEP work include mailings, event set up and staffing, res hall furniture take down, staffing during extended hours, staffing athletic events, etc.

For more information about Student Employment or the Flexible Employment Program (FEP) please contact [Andy Shearouse-Coordinator](#), Student Employment in CORE, Olin Hall; 309-794-7470.

### **Post an on-campus position**

1. Create, Update, and Review your Job Descriptions for your Student Employees
2. Access Handshake: <https://augustana.joinhandshake.com/> and log in
3. All student employment supervisors and budget managers should be set up with an employer account. If not, please email Andy Shearouse, Student Employment Coordinator, at [andrewshearouse@augustana.edu](mailto:andrewshearouse@augustana.edu) and we will make sure you have the proper access to Handshake.
4. Once you're connected to a company profile and approved at a school, you'll be able to post an on-campus position for students. For more details on posting a job, refer to [this article: https://support.joinhandshake.com/hc/en-us/articles/218693198-How-to-Post-a-Job](https://support.joinhandshake.com/hc/en-us/articles/218693198-How-to-Post-a-Job).
5. When creating the new job, make sure you select the option for "On Campus Student Employment".