

Recruiting for Jobs and Internships with Handshake

Chatham welcomes and appreciates your interest in recruiting our students and alumni for job and internship opportunities. Upon accepting your opportunity for promotion, your posting will be accessible to students and alumni 24/7 via

Handshake, our on-line job and internship management platform. As appropriate, we'll use additional methods of promotion as well such as e-mails, fliers, e-newsletter, notice to faculty, career advising, etc. **While we cannot guarantee interest, we can strongly encourage it!**

Getting started with Handshake

WHO IS ELIGIBLE?

Any employer wanting to post internships, full-time, part-time, seasonal, volunteer, and/or freelance jobs. All employer registrations will go through the Career Development Office for approval.

In the interest of our students and alumni, we reserve the right to restrict or deny employer access to our job posting database, to on-campus recruiting, and to any other recruiting activity.

HOW DO I CREATE A COMPANY PROFILE?

Step 1

- Visit app.joinhandshake.com/register
- Select the "Employer" account type from the options presented
- Fill out the information request then click **Sign Up**
- Enter your recruiting interests and Alma Mater to help us better understand how you'll use Handshake. Then click **Continue**
- Read the Employer Guidelines, Terms of Services, Privacy Policy, and Third Party Recruiter Policy
- Check your email. You will need to verify your account via the email address you provided

Step 2

- Log into Handshake
- If your company already exists in Handshake, you can click **Join** to connect your account with the company profile
- If your company does not exist, click **Create New Company** to enter your company information, logo, and personal settings
- **Connect with Chatham University!**

To post your position on Handshake, follow the simple instructions listed below. Once you have set up your company profile in Handshake, you can post new opportunities at any time!

Already have Handshake? You can add Chatham University to your list of schools when promoting job, internships, and volunteer opportunities.

HOW DO I POST A NEW OPPORTUNITY?

- Start by clicking **Post a Job** from your home dashboard
- You will be asked to complete four steps:
 - Job Basics
 - Job Details
 - Job Preferences
 - Schools to Post the Opportunity to
- Choose **Create** on the bottom navigation to create and review your posting
- Additional help can be found at support.joinhandshake.com

HOW DO I EDIT MY COMPANY PROFILE?

- Click on **your company's name** near the top of the left-hand navigation bar (just under Profile).
- You'll be taken to the Overview page where you can **edit your logo and branding image**.
- To update other company information, click the **Edit tab** in the upper right corner. You will be taken to the company information page where you can change your company's information.
- Click **Update Employer** when you are done editing your profile.

QUESTIONS OR ADDITIONAL ASSISTANCE NEEDED?

Please visit support.joinhandshake.com to access the Help Center. If you have any additional questions, you can contact the Career Development Office at 412-365-1209 or careersechatham.edu

Example Job Posting

Position

Sustainability Intern

Job summary

We're looking for a detail oriented and perspective sustainability in turn to join our team. This role will involve supporting our sustainability initiations, coordinating research, and assisting in the implementation of eco-friendly practices. Salary range \$15-\$20.

Responsibilities

- Research and analyze sustainability trends, practices, and technologies.
- Assist in developing and implementing sustainability programs.
- Help conduct environmental impact assessment and data collection.
- Support the creation of reports and presentations on sustainability efforts.
- Assist in organizing educational events and outreach programs.
- Contribute innovative ideas to enhance our sustainability efforts

Requirements

- Enroll in a college program related to environmental studies, sustainability, or a related field.
- Passionate about environmental conservation and sustainable practices
- Strong research and analytical skills
- Excellent writing and verbal communication skills
- Ability to work independently and in a team.
- Proficiency in Microsoft Office Suite
- Prior experience or coursework in sustainability

How to apply

Submit your resume along with your cover letter to Handshake highlighting your interest in sustainability and how your skills align with this role.