

How to Post a Job

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STEP 1. Click **Create Job** from your home dashboard or click Jobs on the left navigation bar to access the Jobs page, then click the Create Job button in the upper-right corner of the page.

STEP 2. Enter the basic **Job Description** information. Please use this space to add the following:

- Purpose or role of the position with the College/Department/Office
- Job description/duties
- Minimum Qualifications
- Anticipated work schedule (Example: M-F between 8:00AM – 5:00PM)
- On Campus Location
- Supervisor name

STEP 3. Enter the **Position Details**: In this section you will enter the Job Title, select the Position Type and indicate whether the job is Work-Study Program funded.

Position details

Job title

Tips for good job titles:

- ✓ Spell out words instead of using abbreviations ("Senior" instead of "Sr").
- ✓ Avoid using all caps.
- ✓ Avoid numbers or special characters.
- ✓ Keep it concise at 2-5 words.

Position type

Job

Internship

On Campus Student Employment

Other

Work-Study program

STEP 4. Enter **Location** of work. Please note, work study students must be supervised. Students may work Hybrid or Onsite, but not 100% remote. Make sure to enter the physical address for Onsite location.

STEP 5. Enter the **Time Requirements**. To include number of hours available work time per week/moth, employment type and employment dates. Please note, student jobs are part-time, temporary appointments. All temporary appointments expire on June 30th of each fiscal year.

STEP 6. Enter **Compensation and Benefits** information. GRC pays student workers hourly at WA State Minimum rate, plus cost of living allowance when applicable. Please note, student employees are not eligible for any additional compensations, perks or benefits other than state mandated *paid sick leave*.

STEP 7. **Categorize Your Job**. You can select up to three groups.

STEP 8. Enter **Candidate Qualifications**. Please note, student jobs require US work authorization. Green River College does not provide US visa sponsorship.

STEP 9. **Choose Schools**. Your employer account should be linked to Green River College, however if you do not see Green River College as a chosen school, please use the search field to add Green River College.

Location requirements

Where should candidates expect to work?

Onsite
Employee works in person from a specific location.

Remote
Employee works from home.

Hybrid
Employee works a combination of onsite and remote.

Onsite location

Add the city and state where the job is located. If you're hiring in multiple cities, include them all.

Time requirements

How much should candidates expect to work?

Full time
30 hours per week or more

Part time
Less than 30 hours per week

Hours (optional)

 hours per

Compensation and benefits

What should candidates expect to earn?

Expected pay

Jobs located in jurisdictions that require a pay range (including jobs performed remotely from those jurisdictions) must include pay on the job post.

Rate

Amount

Currency

Application process

What's the application window and process?

Application open date

2025-05-14 06:00 AM GMT-7



Application close date

2025-11-14 06:00 AM GMT-8



Number of hires

This will not show up to candidates.

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How will candidates submit applications?



On Handshake

Keep all your applications in one place.



On a separate website

Enter a website or Applicant Tracking System URL.

Additional required documents on Handshake

- Handshake profile
- Resume
- Cover letter
- Transcript
- Other

Instructions for applicants

To apply for this job, submit the Student Employment Application. Link to Application can be found in the job description.

122/150 characters

STEP 10. Add **Application Process** data include application open and close dates (these is the date range that will be used to advertise the job and allow students to apply for the job), number of potential hires, how candidates will submit application material, and additional required application documents (resume, cover letter, transcript, other: [Student Employment Application](#)).

STEP 11. Choose **Your Hiring Team** and set up notification and messaging settings.

STEP12. One Last Check and your done. Once you have selected to post the job, it will be sent to the GRC Handshake Admin team to review. The job must be approved by a GRC Handshake Admin before it will be available to students on Handshake.