

# Posting an on-campus job through Rutgers-Newark Handshake

Sign up for an Employer account in Handshake ([app.joinhandshake.com/register](http://app.joinhandshake.com/register))

## Create your student or alumni account

Start exploring relevant jobs and internships today. No experience required.

Not a student or alumni? [Create an employer account](#)

You will receive an email from Handshake to confirm your email address. Click on the **Confirm Email** button to verify your account.

Create a company profile for your office/department:

- Please write your company name as Rutgers-Newark [name of office/department]. This will make it easier to approve and easier for students to search.
- If you are asked to join a company already existing in the system, do not search for one to join. Click on the **Create New Company** button.

Can't find your company?

[Create New Company](#)

- You will be asked to connect with a school. Select Rutgers University-Newark so that your account is routed to the Career Development Center (CDC).
- If you are not automatically connected with our office, you will see a pending page. The CDC will approve your account, and once that is complete, you will be able to post your position.

Thank You for Signing up for Handshake!

Your Current Status:  
Pending approval at Handshake  
Pending connections with 1 school



When you create your new job, make sure to select **On Campus Student Employment** as the Job Type.

### Job Type

- Internship
- Cooperative Education
- Experiential Learning
- On Campus Student Employment**
- Fellowship
- Graduate School
- Job
- Volunteer

Need more details or screenshots?

Please visit [support.joinhandshake.com/hc/en-us/articles/219133047](http://support.joinhandshake.com/hc/en-us/articles/219133047) or contact the CDC!

**Career Development Center**

Hill Hall 112 and 313

[cdc.newark.rutgers.edu](http://cdc.newark.rutgers.edu)

[askcdc@newark.rutgers.edu](mailto:askcdc@newark.rutgers.edu)

973-353-5311

**RUTGERS**

Student Affairs | Newark