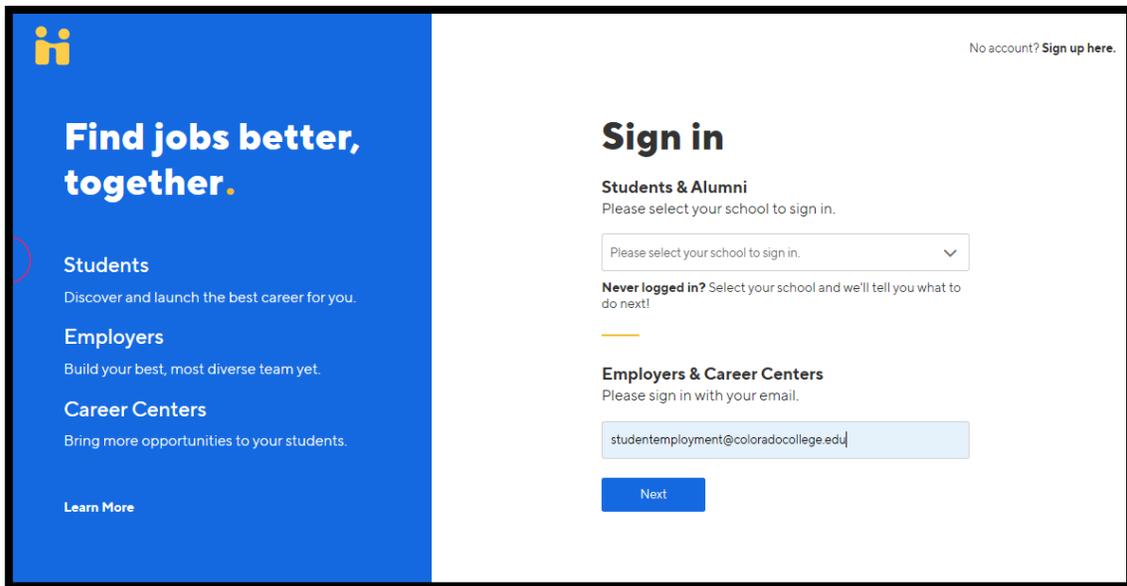
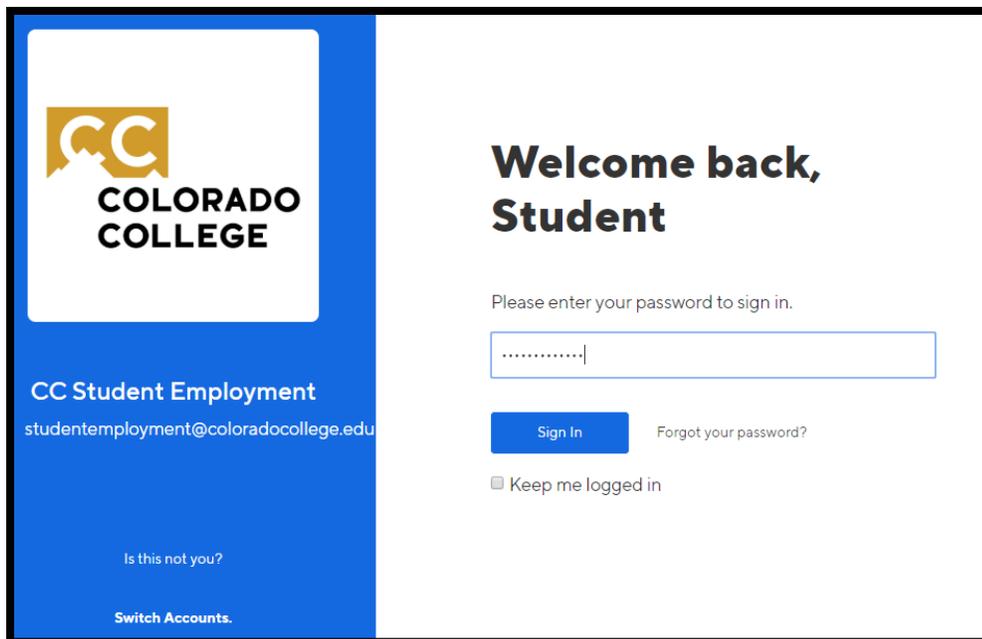


# How to edit your student employment job using Handshake

- 1) Go to url <https://app.joinhandshake.com/login>. **Do not use Single Sign On for Handshake.**
  - a. Enter the student employment email address ([studentemployment@coloradocollege.edu](mailto:studentemployment@coloradocollege.edu)) under Employers & Career Centers



- 2) Then enter your password credentials and click Sign In



\*Please note, to ensure the security of the CC Student Employment Handshake account the password will be changed every 6 months. We will contact all stake holders with the new password.

Do not save passwords on browser as they will change.

- 3) Once logged in you will be brought to the homepage of the CC Student Employment homepage of Handshake. Click on the appropriate job title under the Jobs header. **\*\*Be sure to only select your job posting to edit.**

The screenshot displays the CC Student Employment Handshake homepage with three main columns:

- Post a Job:** Contains a 'Jobs' header and two listings. The first is 'Personal Assistant' (Requested September 27 at 10:59am, Pending). The second is 'Student Employment Assistant' (Requested 35 minutes ago, Pending), which is circled in yellow.
- Request an Interview:** Contains an 'Interview Schedule Postings' header and a message: 'You have not requested any on campus interviews yet.'
- Create an Event:** Contains an 'Upcoming Events' header and a message: 'You have not RSVP'd to any upcoming events.'

At the bottom, there is a section for 'Upcoming Career Fairs' with a link to 'View All Upcoming Career Fairs'.

- 4) To view the comments regarding the job posting correction click on the three bars shown to the right of the job status. Then select "View Details".

### #3174838 Student Employment Assistant

**Job** [Preview job posting](#)

[Edit Details](#) [Expire Job](#)

[Duplicate job](#)

**Applicants**

[Review 0 Applicants](#)

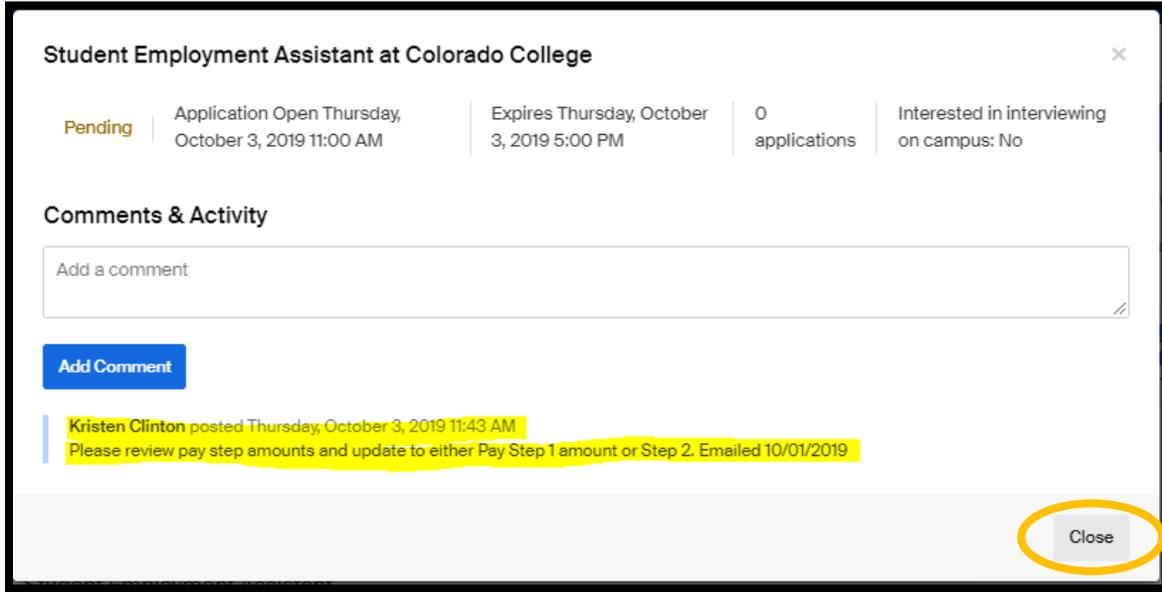
View profiles and download application documents.

School	Applications	Last Update	Status	Comments
Colorado College	0	Requested 37 minutes ago	Pending	1 

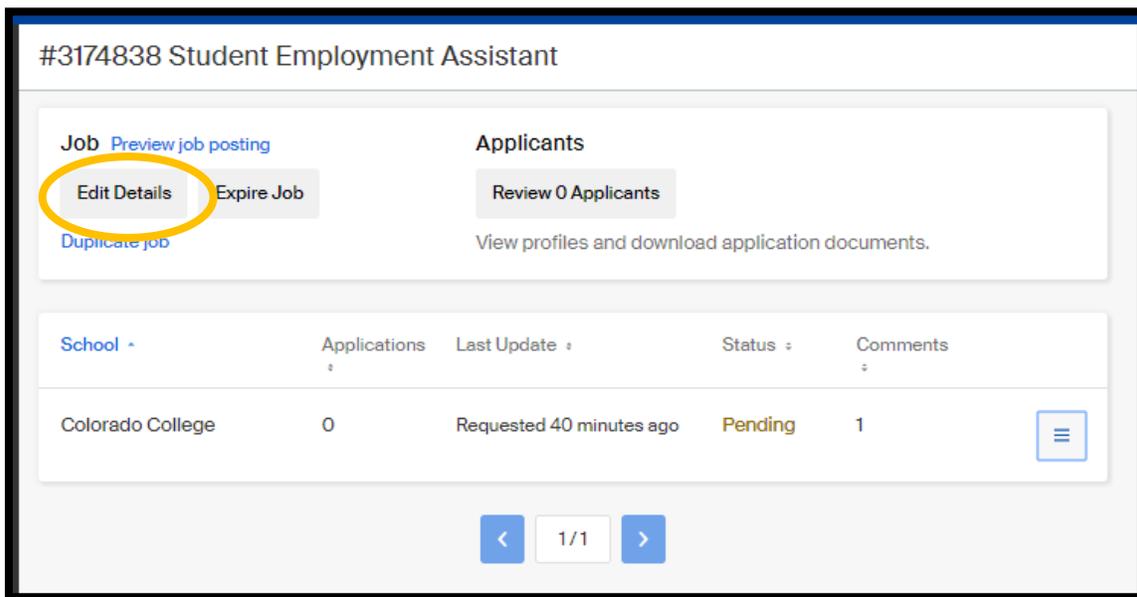
< 1/1 >

 **Student Employment Assistant**  
[CC Student Employment](#) [Favorite Job](#)

- 5) A pop up screen will appear where you can view the comment explaining what information needs to be updated. Once read then click Close in the bottom right corner.



- 6) Then click Edit Details to edit this job posting.



7) From here, you can edit each section of the job posting by clicking through the bottom tabs. Click on Save in the bottom right hand corner to Save any changes made.

Student Employment Assistant

Job Details Edit Applicants

Where should students submit their application?

- Apply in Handshake
- Apply through external system

Job title

Student Employment Assistant

Company Division (Optional)

CC Financial Aid

Display your contact information to students?

- Name only
- Don't show my info

Job Type

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

Employment Type

- Full-Time
- Part-Time

Duration

- Permanent
- Temporary / Seasonal

Is this a Work Study job?

Cancel < Basics Details Preferences Schools Preview Next > Delete Save

8) Select home on the left side menu. This position is now updated. **Please email the Student Employment office ([studentemployment@coloradocollege.edu](mailto:studentemployment@coloradocollege.edu)) so the position can be reviewed again.**

