Posting an on-campus job through Rutgers-Newark Handshake

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

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.

- 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.

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

Need more details or screenshots? Please visit support.joinhandshake.com/hc/en-us/articles/219133047 or contact the CDC!

Career Development Center
Hill Hall 112 and 313
cdc.newark.rutgers.edu
askcdc@newark.rutgers.edu
973-353-5311

RUTGERS
Student Affairs | Newark