1. Click **JOBS** on the left side panel and click **CREATE JOB**.

2. Enter the **Job Title**, select the **Job Type**. Click **NEXT**.

3. Enter the job description in the **Description** box.
   - Please include the description, qualifications, and other application instructions here, if applicable.
   - **You may want to be specific here with application instructions, especially if you require applications via external site (outside of Handshake).**

4. Select **Job Function(s)**. If none applicable, select “**Other**”.
5. Enter **Job Location**. This can be the street address or just City/State.
6. Select whether international students will be considered.
7. Select all required documents needed, and click **NEXT**.
8. The **Preferences** page is optional.

- Rollins Handshake users are Masters, Doctorate, or Alumni. Selecting *none* will allow all to apply by default.

- Selecting majors is *optional*. Selecting *none* will allow all Rollins students to apply by default. If posting the job to multiple schools, selecting certain majors may be beneficial.

9. Select how you want to receive applications and/or add your colleagues as recipients. Click **NEXT**.
10. Add Schools. Select **Rollins School of Public Health**.

11. Select an **Expiration Date**.
   - If none selected, our default is **30 days**.

12. Click **CREATE**.

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**Note:** There is no field to limit the number of applicants. If at any point you feel you’ve received enough applications, you may close the job posting early. See our “How to Edit Job Postings” for details.

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Questions? Please email us at rsphcareerdev@emory.edu.

*If inquiring about a specific job posting, please be sure to include the job number in your email.*