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.
   
   *Handshake will not allow you to enter only a state or country. You must enter a CITY first. If you do not know the city location, you may add in the description box any relevant information that might help clarify to the student about the job.*

6. Select whether international students will be considered.

7. Select all application 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**.

**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.

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

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