

Are you looking to hire Queens College Students?

Join **Handshake** Queens College

Benefits

- Post job and internship descriptions
- Search for eligible candidates
- Receive and review applicants' resumes
- Email and contact qualified candidates
- Schedule interviews
- Share with the College new hires

Join Handshake

<https://app.joinhandshake.com/login>



Employers Sign in using your work email address

Employers & Career Centers (USA)
Please sign in with your email.



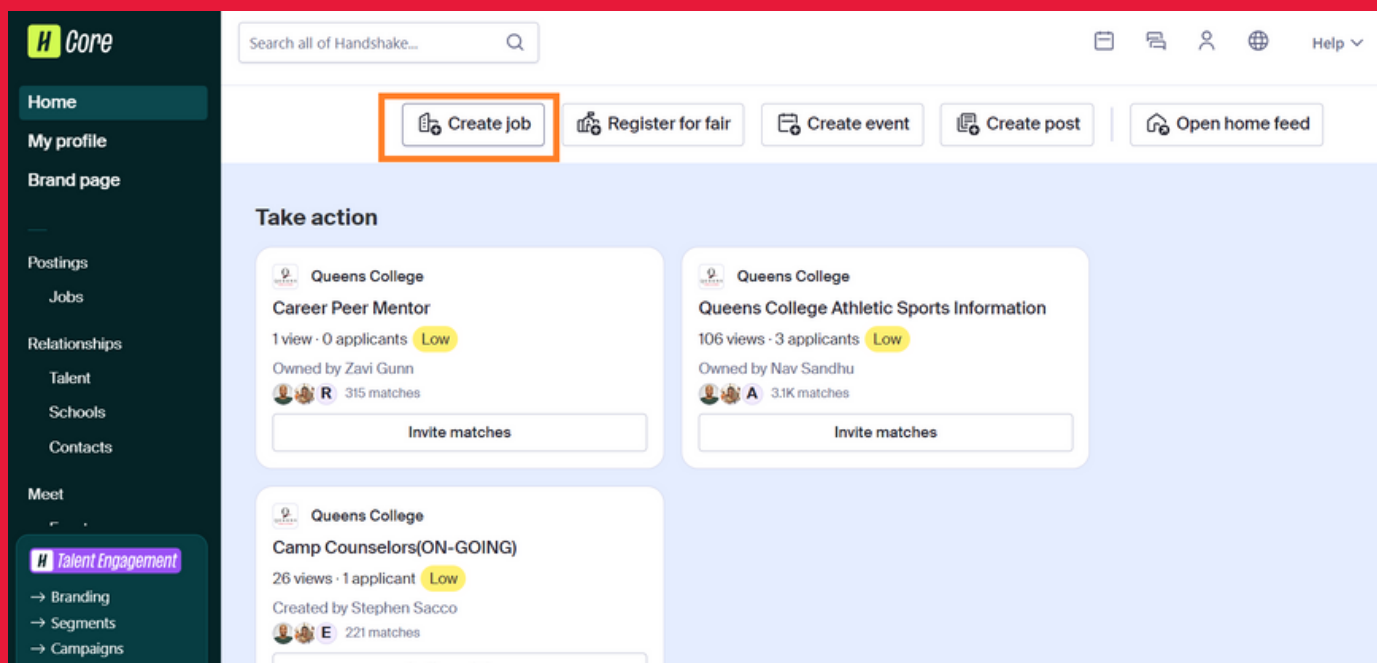
QC.CUNY.EDU/CAREER
QC_CAREER@QC.CUNY.EDU
1 (718) 997 4465



HIREQC

Center for Career Engagement and Internships

1. Click on Create Job



2. Add Job Description

Basic information

Job description [Copy description from existing job](#)

Be sure to include specific skills you're looking for, minimum requirements, and expected responsibilities.

B I U **Table** **Link** **Text**

☒ Automatically fill in the rest of this job post using the job description. You'll get to confirm everything's correct before posting.

Continue

3. Input Position Details

Type job title, Select position type, and Check “Work-Study Program”

Position details

Job title

Testing

Tips for good job titles:

- ✓ Spell out words instead of using abbreviations ("Senior" instead of "Sr").
- ✓ Avoid using all caps.
- ✓ Avoid numbers or special characters.
- Keep it concise at 2-5 words.

Position type

☐ Job

☐ Internship

☒ On Campus Student Employment

☐ Other

☒ Work-Study program

Back Continue

4. Continue to Fill in Info, and add Queens College

Choose schools

Where would you like to post your job?

i Because this is an on-campus job, it can only be posted to the school for which you are an on-campus employer. *x*

Post to specific schools

Search by school name or location *Q* Lists *v*

CUNY Queens College *x*

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5. For Company Division: type **Department Name**

Your hiring team

Set up your hiring team to keep everyone informed, and manage how they receive updates.

Company division (optional)

Company divisions are managed by your administrator. Your hiring team can use them to organize and filter jobs.

Financial Aid

6. After Confirming Details, Click Post Job

Application close date
2/13/2025 6:00 AM -05:00

Number of hires
1

How will candidates submit applications?
On Handshake

Additional required documents on Handshake
Resume, Cover Letter

Your hiring team [Edit](#)

Company division
Financial Aid

Job owner
Dan Ma

Hiring team members
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Post job