



SHIP Career Connection

Shippensburg University On-Campus Student Employment (Reference Sheet for Employers)

Access SHIP Career Connection

Go to www.ship.edu/career. Click the **Employers** link under **SHIP Career Connection**.

Enter your Username (your full email address) and password to log in (Click **Register** if you are new to the system.)
NOTE: You will need to complete your Profile before you are able to post positions. If you have forgotten your password, or need further assistance, please contact the Career Center.

Complete Your Profile

Click the **Profile** tab. Update all pertinent information. Make sure to click **Save Changes** to save your information at the bottom of each page.

NOTE: List your organization name as "Shippensburg University – Department Name." For example, Shippensburg University – Career Center.

Click **Who We Are** to complete your branding information.

NOTE: This information is visible to students. It provides additional details to help brand your department.

To Post a Job

Click the **Jobs** tab. Click the **Job Postings (non OCR)** tab and click the **Add New** button.

1. **Copy Existing:** Use this option if you have current positions saved in the system. This option will copy all data/information from previous posting (including any attachments).
2. Under **Position Type** select **On Campus Student Employment**. The screen will update; complete all required fields.
3. Enter **Title**. Job title should include **Student Employment** OR **Federal Work Study (FWS)**.
NOTE: List title as "Position Name – On Campus Student Employment OR Federal Work Study (FWS)." For example, **Lab Technician – Federal Work Study OR Desk Attendant – On Campus Student Employment or Federal Work Study**. For questions about On Campus Student Employment versus Federal Work Study (FWS) positions, please contact the Financial Aid Department at 717.477.1131.
4. **Job Description:** Enter job description, along with instructions on how to apply. If you are requiring students to complete a student application form that you have previously created, include instructions in this field (see reverse of this sheet for text you should include.) **Type: Position must be filled by Federal Work Study eligible students, if you are ONLY seeking federal work study eligible students.**
NOTE: You may choose to list entire job in this field, or include a detailed job description as an attachment to the posting.
5. **Resume Receipt:** Choose **Email** to receive individual emails (with required documents/attachments) for each application. Choose **Accumulate Online** to view applications, resumes, etc., track status and rank applicants.
6. **Additional Documents:** A resume is required for every position posted. If you wish to require additional documents as part of the application process, select from the options available.
7. **Requested Document Notes:** If you have special instructions regarding the resume or other attachments you want included with student applications, clearly list them here.
8. **Attachment(s):** Attach student employment application or any other forms you need completed as part of the application process. Multiple attachments are accepted. You may also choose to include a more detailed job description as an attachment to the position.
9. **Display Contact Information to Students:** Check this box if you want the "Contact Information" field information to be included with the posting.
10. **Posting Date/Expiration Date:** These fields will determine when the job postings are available for students to view.
11. **Work Period:** (Required). Select "Academic Year" or "Summer". For year-round positions, create a separate posting for each time period.

<p>12. Class Level: Indicate the “Class Level” you wish to hire. To select multiple options, hold the Control key and select each option using your mouse.</p>
<p>13. Hours Per Week and Hourly Wage: These fields are optional.</p>
<p>14. Duration: Use this to indicate the duration of the position (1 semester, 2 semesters, ongoing, etc.)</p>
<p>15. Federal Work Study: If this position must be filled by Federal Work Study eligible students, select “yes”. NOTE: For questions about On Campus Student Employment versus Federal Work Study (FWS) positions, please contact the Financial Aid Department at 717.477.1131.</p>
<p>16. On Campus: Indicate if the position is on- or off-campus.</p>
<p>17. Required Work Schedule: Include information you are requesting regarding the applicant’s work availability, class schedule. Consider including operation hours for your area. NOTE: If you have a form already in place that you require students to complete, you can opt to include the form as an attachment to the posting (and include instructions in this field for students to complete the form and attach it to their application.)</p>
<p>18. Complete the form and click Submit. NOTE: Contact the Career Center with questions you have regarding the registration process for SHIP Career Connection or posting positions. Once approved, your job(s) will be viewable by students.</p>
<p>To Manage Job Postings and Applications</p>
<p>1. Manage your job postings and review resumes/ student employment applications. NOTE: If you require applicants to complete a standard application for screening, contact the Career Center. We will upload the document to the site and provide application instructions to applicants in the job description.</p>
<p>*Application Instructions to Include in Job Postings Content to add to job descriptions for student review when requiring documents in addition to resumes.)</p>
<p>Download attached X Student Employment Application to your computer. Review and complete the application.</p> <p>NOTE: Separate Student Employment Application and resume are required for consideration for each position.</p> <p>UPLOAD YOUR RESUME:</p> <ul style="list-style-type: none"> • Click “My Documents” tab • Click “Add New” button • Label: Type name for your document • Document Type: Select "Resume" • Click “Browse” to locate and upload your file • Click “Submit” button <p>UPLOAD COMPLETED APPLICATION:</p> <ul style="list-style-type: none"> • Click “My Documents” tab • Click “Add New” button • Label: Title of the document you are uploading • Select “Student Employment Application” • Click “Browse” to select your completed student employment application from your computer • Click “Submit” button <p>APPLY TO POSITION:</p> <ul style="list-style-type: none"> • Click “Apply” button • Select Student employment application to attach • Select resume to attach (if you have uploaded multiple resumes) • Click “Submit” <p>Note: Submitted Student Employment Applications are only kept on file for XX months. Please be aware of this and reapply after XX months if you do not receive a position.</p>

If you have questions about SHIP Career Connection, please contact the office.