

# Student Research Position Posting Guide

Thank you for agreeing to post your research positions in Handshake. Our team is happy to support you in posting your openings on Handshake so students have increased access to the professional growth opportunity of on campus research. By posting on Handshake, you are helping to create a more accessible and equitable research position search process since Handshake is Rice students' one stop shop for experiential education, on-campus employment, and career development.

The Center for Career Development values our partnership with faculty and staff researchers and administrators.

## **Set up your Handshake Account**

The first step to posting your student research position is to create an employer user account on Handshake. To view a video walkthrough and step by step instructions for setting up your account please visit the CCD's guide [here](#). If you run into any challenges in setting up your Handshake account, please contact the CCD at [ccd@rice.edu](mailto:ccd@rice.edu).

## **Post Your Position**

Once you have created your employer user account and connected with Rice University, you are ready to post your research position. For detailed walkthroughs and instructions, please visit the CCD's [on-campus student employment guide](#) (scroll to "How to Post and On-Campus Job"). Another general Handshake resource for posting jobs can be found [here](#).

Research-Specific Posting Considerations:

### **Job Title**

We encourage you to be specific with your job title. Instead of a generic title like "Student Assistant II" consider a descriptive title such as "Undergraduate Research Assistantship - Data Entry." Not only is this helpful for students, but it also helps Handshake correctly and automatically identify the Job Role for your position.

### **Job Type**

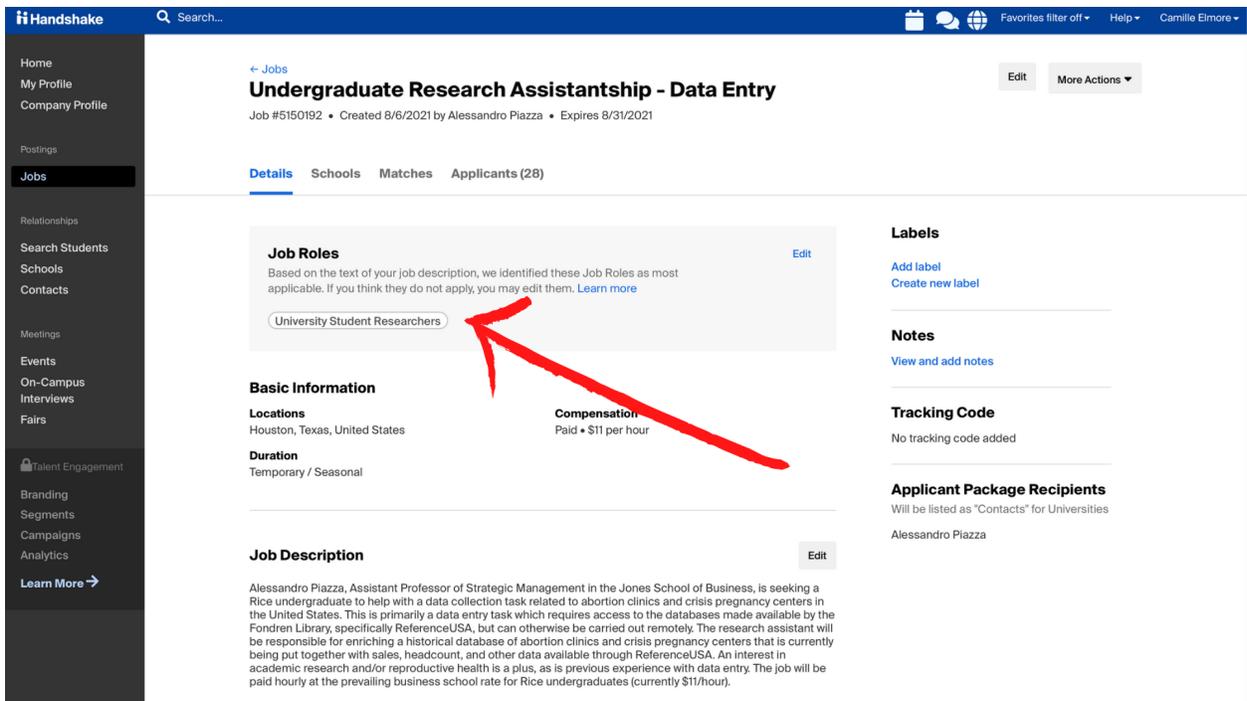
When selecting a job type for your research position, please choose "On Campus Student Employment." This allows students to easily filter for Rice on-campus roles, including research positions. Filtering for on campus employment is an especially useful feature for our international students, many of whom are limited to on campus employment.

## Job Roles

Handshake provides 380+ Job Role groups, and automatically designates the most appropriate role(s) for your jobs by reading your posting's title and description. In the majority of cases, Handshake will review your research postings and automatically apply the job role "**University Student Researchers.**" The application of this job role allows students to filter on campus employment postings on Handshake so they only see on campus research roles.

Please note that when putting together your posting, you will not see an option to add a job role until you have completed the posting and selected "Save."

Below is a screenshot of what your completed job posting should look like after saving if the University Student Researchers job role has been correctly applied to your posting.



The screenshot displays the Handshake interface for a job posting titled "Undergraduate Research Assistantship - Data Entry". The page includes a navigation sidebar on the left, a search bar at the top, and a main content area. The "Job Roles" section is highlighted, showing a list of roles with "University Student Researchers" selected. A red arrow points to this selection. Other sections include "Basic Information" (Locations, Compensation, Duration) and "Job Description".

**Job Roles** Edit

Based on the text of your job description, we identified these Job Roles as most applicable. If you think they do not apply, you may edit them. [Learn more](#)

University Student Researchers

**Basic Information**

**Locations**  
Houston, Texas, United States

**Compensation**  
Paid • \$11 per hour

**Duration**  
Temporary / Seasonal

**Job Description** Edit

Alessandro Piazza, Assistant Professor of Strategic Management in the Jones School of Business, is seeking a Rice undergraduate to help with a data collection task related to abortion clinics and crisis pregnancy centers in the United States. This is primarily a data entry task which requires access to the databases made available by the Fondren Library, specifically ReferenceUSA, but can otherwise be carried out remotely. The research assistant will be responsible for enriching a historical database of abortion clinics and crisis pregnancy centers that is currently being put together with sales, headcount, and other data available through ReferenceUSA. An interest in academic research and/or reproductive health is a plus, as is previous experience with data entry. The job will be paid hourly at the prevailing business school rate for Rice undergraduates (currently \$11/hour).

**Labels**  
[Add label](#)  
[Create new label](#)

**Notes**  
[View and add notes](#)

**Tracking Code**  
No tracking code added

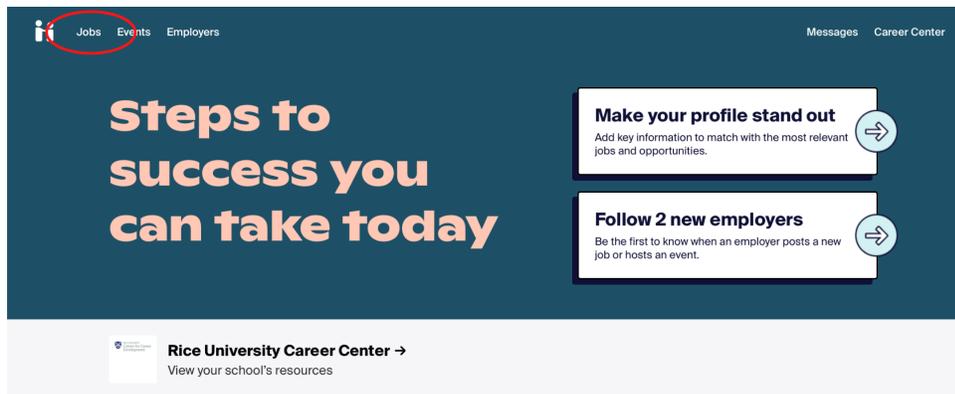
**Applicant Package Recipients**  
Will be listed as "Contacts" for Universities  
Alessandro Piazza

If, once you have saved your posting, you do not see the University Student Researchers role applied, simply select "Edit" in the top right corner of the Job Roles box. From there, type in University Student Researchers, and select "Save."

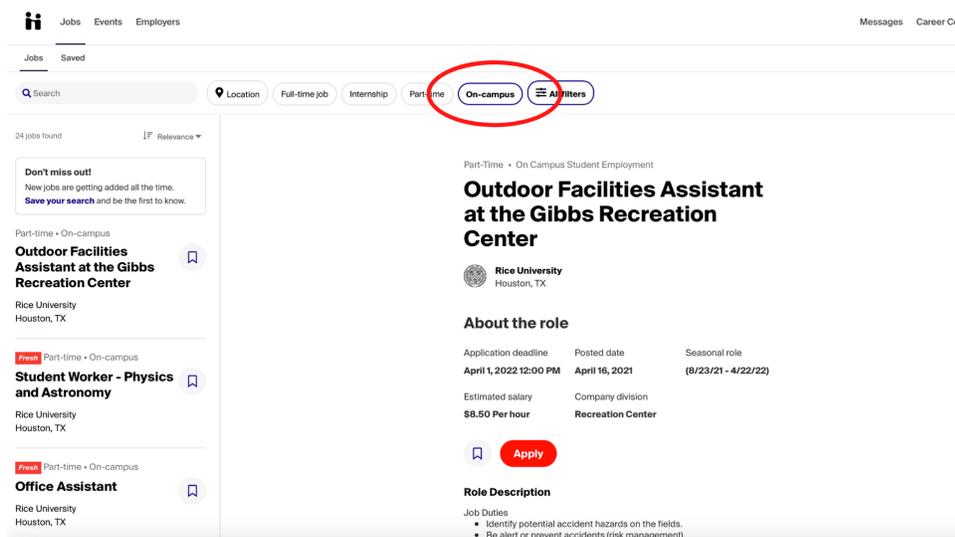
## Student View - Searching for Research Positions

If you work with aspiring student researchers, it is helpful to be familiar with Handshake's student interface so you are able to instruct them on how to search for on campus research positions.

After logging in to Handshake, students will select "Jobs" in the upper left hand corner of their homepage to begin their search.



On the job search page, students will first filter the results by selecting "On Campus Employment."



To further filter the results and see exclusively research postings, students will next select “All Filters.” Once the filters menu comes up, students will type University Student Researchers in the Job Role search field. After selecting “Show Results” students will see only on campus research postings.

