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.

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.

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.