

Navigating Handshake

Handshake is the job posting platform Bates uses. There are many different jobs all across the country posted. This guide will help you navigate Handshake to find Bates on-campus jobs.

"Jobs" on the left-hand side will direct you to Handshake's search page.

The screenshot shows the Handshake website interface. On the left is a white navigation menu with a green 'H' logo at the top. The menu items are: Jobs, Events, Employers, Inbox, and Career center. A blue arrow points from the text on the left to the 'Jobs' link. The main content area has a dark blue header with the text: "The best way to get noticed by employers? Reach out." Below this are two white boxes with blue borders and right-pointing arrows: "Make your profile stand out" (Add key information to match with the most relevant jobs and opportunities.) and "Attend an event" (Learn more about employers or roles you're interested in, directly from the source.). Below the header is a white section for "Bates College Career Center" with a red "Bates" logo and a link to "View your school's resources". At the bottom, there's a section titled "What's it really like to work there?" with the text "Attend group sessions and events to learn things about companies you can't get online." Below this are three cards: "BCG Launch" (Virtual group session • Multi-day), "GroupM Talent Info" (Virtual group session • 1 hr), and "Inside Track Presents:" (Virtual group session). A yellow box on the right contains the text "Get the Handshake app" and "Stay on top of new jobs with notifications, plus get reminders for interviews and events" along with a QR code. A red notification badge with the number "37" is in the top right corner.

Searching for Jobs

On this page, every job posted on Handshake will show up. Since Handshake is used by many different schools and companies, you will want to filter out off-campus jobs.

The screenshot shows the Handshake job search interface. At the top, there's a navigation bar with 'Jobs', 'Search', and 'Saved' options. A search bar is present, followed by filter buttons: 'Bates collections', 'Location', 'On-site/remote', 'Full-time job', 'Internship', 'Part-time', and 'All filters'. The 'All filters' button is highlighted with a blue arrow. Below the filters, the page shows '10.3K jobs found' and a list of job results. The selected job is 'Subsidiary Rights/Editorial Internship' at Grove Atlantic, Inc. The job details include: 'Part-Time - Internship', 'Grove Atlantic, Inc. Remote - New York City, NY', 'About the role', 'Application deadline: July 22, 2023 7:59 AM', 'Posted date: June 23, 2023', 'Seasonal role: (8/14/23 - 12/15/23)', 'Estimated pay: \$15.00 per hour', 'Location type: Remote', and 'US work authorization: Required'. There are 'Save' and 'Apply' buttons at the bottom of the job details. The role description starts with 'Interns will be responsible for duties related to both the Subsidiary Rights (e.g., foreign, serial, audio, large print, book club rights) and the Editorial departments. For Subsidiary Rights, tasks may include letter writing, compiling praise for rights mailings, updating our rights catalog, assisting with follow-up for digital marketing with foreign publishers, and light work with'.

Start by clicking "All filters"...

Filtering Out Jobs

To only look at on-campus Bates jobs, select "On-Campus"

The image shows a job search interface with a filters modal open. The modal is titled "Filters" and has a close button (X) in the top right corner. It is divided into several sections:

- Job type:** Includes buttons for "Full-Time", "Part-Time", "Internship", "On-Campus" (which is highlighted with a blue border), "Job", and "+ More". Below these are two checkboxes: "Work study" and "Interviewing on campus", both of which are unchecked.
- Pay:** Includes buttons for "Paid" and "Unpaid". Below these is a checkbox for "Includes estimated pay", which is unchecked.
- On-site/remote:** Includes two checkboxes: "On-site" (with the subtext "Work in-person") and "Remote", both of which are unchecked.

At the bottom of the modal, there is a "Clear" link on the left, "6 jobs found" in the center, and a "Show results" button on the right. The background shows a job listing for "ADV S99857: Milestone Reunion Coordinator" at Bates College, with a "Fresh" badge and "Part-time · On-campus" label. Other job listings are partially visible below it.

Apply for Jobs!

Now all jobs shown are only on-campus Bates student employment jobs.

The screenshot shows a job search interface with the following elements:

- Navigation:** Jobs, Search, Saved
- Search Bar:** Search
- Filters:** Bates collections, Location, On-site/remote, Full-time job, Internship, Part-time, All filters - 1
- Results:** 6 jobs found, sorted by Relevance
- Job Listings:**
 - ADV S99857: Milestone Reunion Coordinator** (Fresh, Part-time, On-campus)
 - S9847B: ILS Bibliographic Services Specialist** (Part-time, On-campus)
 - S99791: SA Community Advisor** (Part-time, On-campus)
- Job Details for ADV S99857:**
 - Employer:** Bates College, On-site - Lewiston, ME
 - About the role:**

Application deadline	Posted date	Estimated pay
August 31, 2023 11:55 AM	July 17, 2023	\$13.80 per hour
 - Location type:** On-site
 - Buttons:** Save, Apply
 - Role Description:** Summary of Position: The Milestone Reunion Intern works throughout the academic year on

Tip: Save your search and receive notification whenever SEO posts a job!