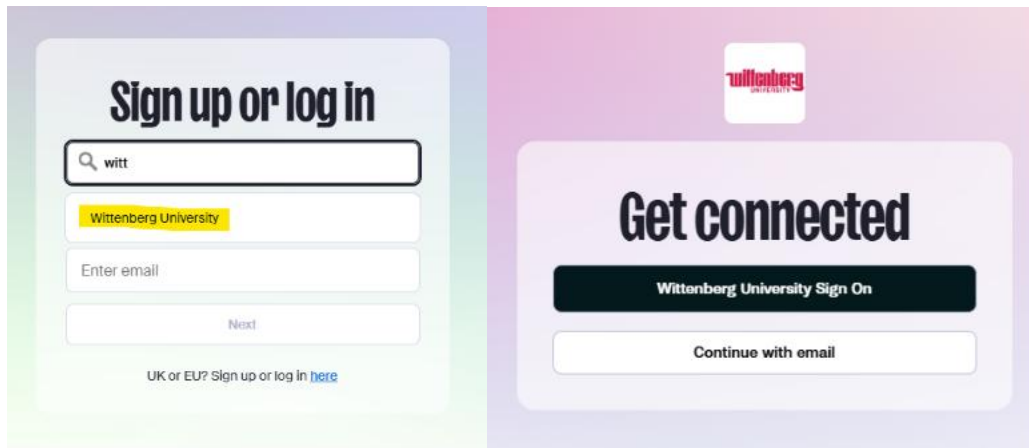


Re-Posting Closed Positions in Handshake

1. Login to Handshake at <https://app.joinhandshake.com/login>



2. Click **Jobs** in the left navigation bar
3. Locate the job you would like to duplicate (re-post).

Tip: Use the tabs at the top of the job postings table to switch displayed results under “Status” for **Active**, **Closed**, or **Not posted** (drafts) postings — use the column headers to sort the results in ascending/descending order. Positions you are re-posting should always be **Expired**.

Job title	Location	Status	Close	Applications	Matches	Schools
Barista Sips Coffee Bar 2026/2027 School Year #10076325 - On Campus Student Employment	Springfield Onsite	Active	5/21/2026	0	32	1
Chief Human Resources Officer 2026-2027 School... #10076075 - On Campus Student Employment	Springfield Hybrid	Not posted	5/21/2026	0	32	1
Biology Summer Research with Dr. Goodman #10076279 - On Campus Student Employment	Springfield Onsite	Closed	5/21/2026	1	2,839	1
Student Financial Aid Assistant (Summer) #10070803 - On Campus Student Employment	Springfield Onsite	Active	5/20/2026	0	21	1
Student Financial Services Front Desk Assistant #10066394 - On Campus Student Employment	Springfield Onsite	Active	5/17/2026	1	21	1
Library Student Assistant - Summer 2026	Springfield...	Matthew L.				

4. Click the job you would like to duplicate



5. Within the Details section of the job, click the **horizontal ellipses** in the upper-right corner and select **Duplicate job**

Handshake Basic

Search all of Handshake...

Career Operations Student Intern Job #10078564 • Created on Jul 23, 2025, by Mary Britton • Closed Dec 5, 2025

Overview Schools Matches Applicants (3) Job details

This job is closed

Students can't apply to this job at this time. It has closed at all schools where it was posted.

WHAT YOU CAN DO

View your applicants
Browse your applicants, and check out resumes and profiles

View applicants

Duplicate job
Copy link

6. The screen will then load to the "Basic Information" tab within the job posting

Create job post

Save as draft

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 **Link** **Image** **Text**

SUMMARY:

The Career Operations Student Intern position will contribute to the Wittenberg University mission by assisting Career Engagement and Student Employment staff with operational aspects of the office. Core areas of responsibility will include Human Resources & Technology, Process Management, Event Coordination and Customer Service.

DUTIES AND RESPONSIBILITIES:

Human Resources & Technology

- Assist with updating and maintaining Student Employment and Career Engagement databases and files.
- Assist with Student Employment onboarding procedures.
- Assist with Student Employment recruitment and communication strategies.
- Assist with updating Student Employment website.

Process Management

- Assist with reviewing and modifying processes and procedures for Student Employment and Career Engagement.
- Conduct benchmarking research for process modification and implementation.
- Create recommendations for process changes based on industry best practices.
- Assist with Student Employment policy and protocol revision.

Event Coordination

- Assist any member of Career Engagement staff with event programming.
- Attend any programming event representing Career Engagement staff.

Customer Service

7. The duplication process will take you through all aspects of the posting before publishing. We strongly recommend reviewing all of the details before you post the job. Some key areas to review are:
 - **Job Description:** Look for any additions you may want to make or aspects you may want to remove, as well as checking the wage rate posted; the Ohio state minimum wage may have increased since the position was last posted.
 - **Title:** We recommend updating the title before posting it to help differentiate between the original job posting and new job posting.
 - **Estimated Start & End Dates:** These will need to be updated to fit the new time of year you are reposting.
 - **Expected Pay:** Just as in the job description, the Ohio state minimum wage may have increased since the position was last posted. Please review before proceeding.
 - **Apply Start Date & Apply End Date:** Review the default dates that your job application window is set to start and expire and update as needed.
8. Click “**Post Job**” in the lower-right corner of the screen to save your changes. The request will be sent immediately to Student Employment upon saving.