POST AN ON-CAMPUS JOB!

If you haven’t created an account on MustangJOBS, powered by Handshake, view instructions here: Onboarding and Job Posting Employer Guide

1. From the main screen, click "Post a Job"

2. Under Job Type, select “On Campus Student Employment” for any on campus position
   - Job Type
     - Internship
     - Cooperative Education
     - Experiential Learning
     - On Campus Student Employment
     - Fellowship
     - Graduate School
     - Job
     - Volunteer

3. Under Employment Type, select “Part-Time”
   - Employment Type
     - Full-Time
     - Part-Time

Access MustangJOBS through your Cal Poly Portal!
If you would like to re-use a previously posted position, from the jobs tab search for that position and click on it.

**Click on "Duplicate job".** This will create the same job posting but have no previous applications tied to it. You can edit this new job posting with the appropriate information.

**During the 2021-22 Academic Year, departments may want to provide additional information in their job descriptions on the COVID-19 situation.**

**For example:**

*The health and safety of employees is our top priority. Please note that all employees, including student employees, will be required to adhere to all current public health guidelines as part of their employment. This may include wearing a face-covering indoors at all times, regardless of vaccination status. As activities and campus programs resume, Cal Poly will continue to monitor and update the university’s operations and practices regarding COVID-19.*