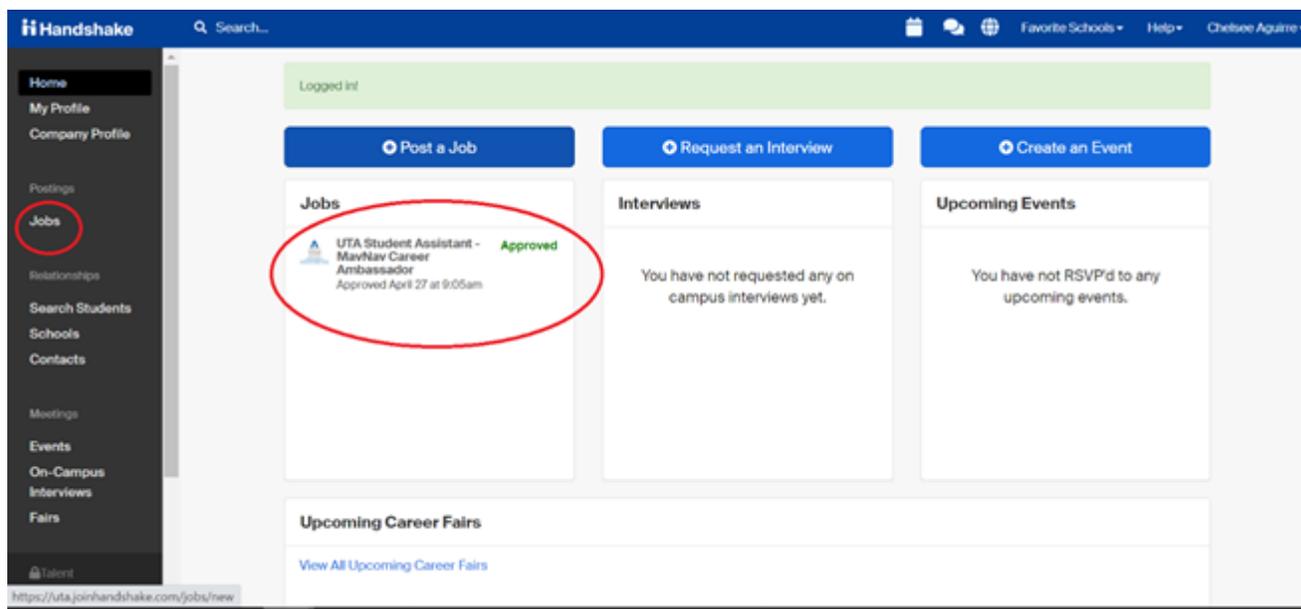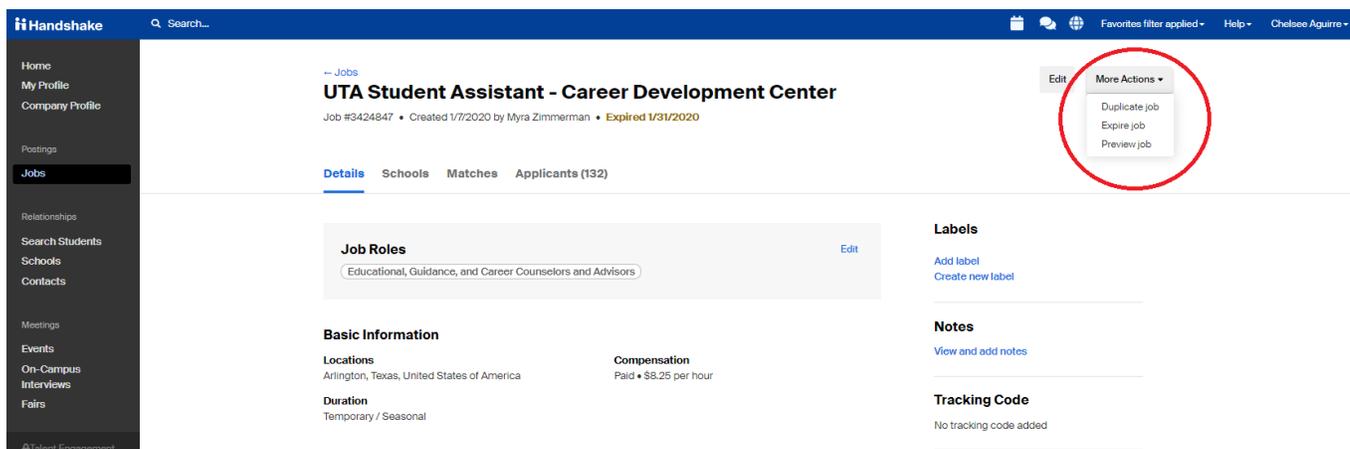# How to Duplicate a Job Posting

1. Log into Handshake and select jobs on the left side pane or if you see it on your screen click that as well.

2. Once you select the job your screen will look like the screenshot below. From here select 'more actions' 'and then it will drop down to show different action items. You will select 'duplication job'.

3. Once you select duplicate, you will be able to edit the job as if you were posting it for the first time. Carry on as if you were posting a normal job. Give the new position 2-3 business days to be approved.

If this is off-campus work-study please email the Off-Campus Work-Study Coordinator (offcampusworkstudy@uta.edu)