

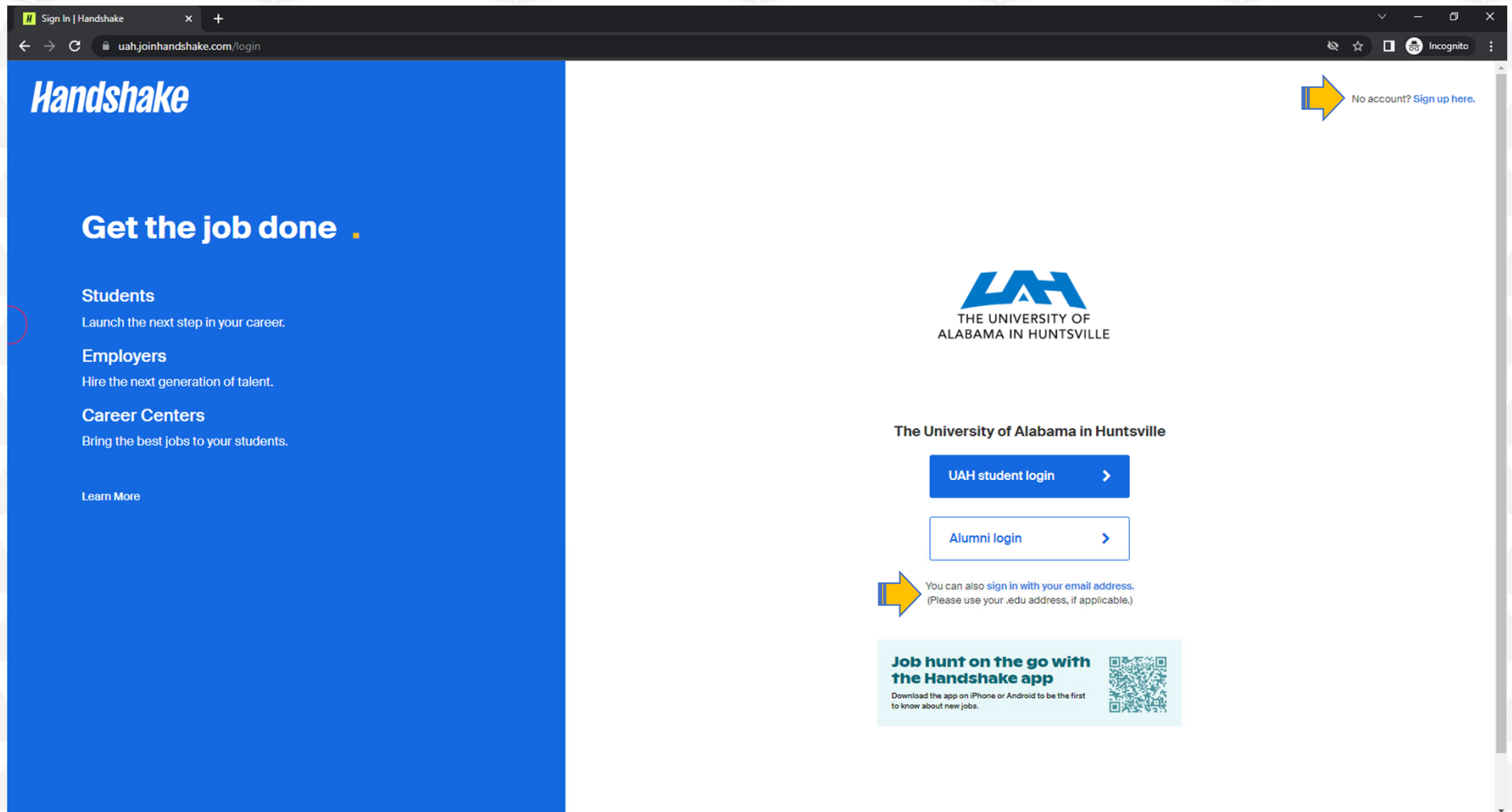


THE UNIVERSITY OF  
ALABAMA IN HUNTSVILLE

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**CAREER SERVICES**

**On Campus Student Job Posting - Handshake**

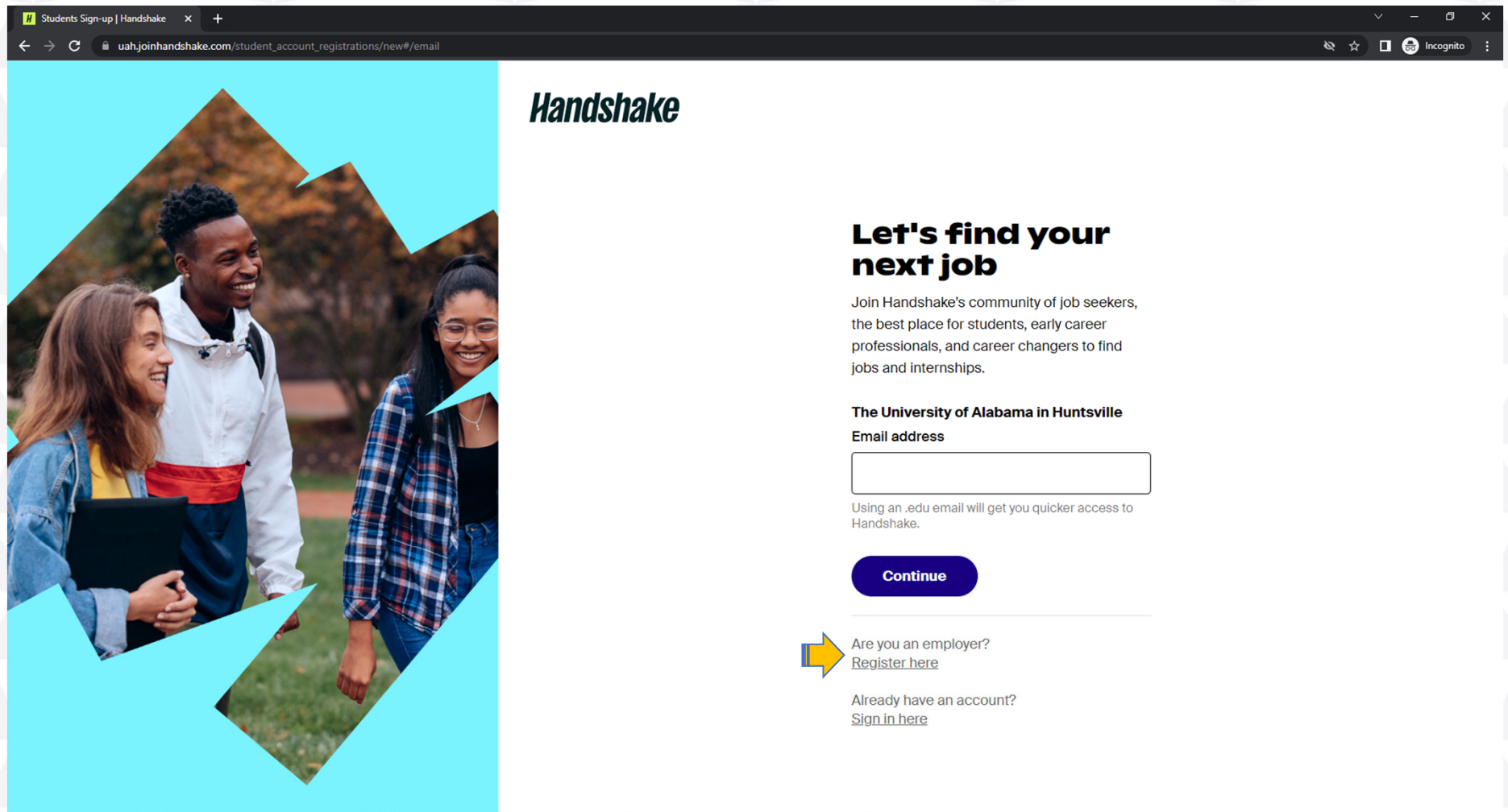


- uah.joinhandshake.com
- only click buttons saying sign in/up with email



CAREER SERVICES

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE



The screenshot shows a web browser window with the URL `uah.joinhandshake.com/student_account_registrations/new#/email`. The page features the Handshake logo and a large image of three students. The main heading is "Let's find your next job", followed by a description of the community. Below this, it specifies "The University of Alabama in Huntsville" and asks for an "Email address" with a text input field. A note states that using an .edu email provides quicker access. A blue "Continue" button is present. At the bottom, there are two links: "Are you an employer? Register here" (highlighted with a yellow arrow) and "Already have an account? Sign in here".

Students Sign-up | Handshake

uah.joinhandshake.com/student\_account\_registrations/new#/email

**Handshake**

## Let's find your next job

Join Handshake's community of job seekers, the best place for students, early career professionals, and career changers to find jobs and internships.

**The University of Alabama in Huntsville**

Email address

Using an .edu email will get you quicker access to Handshake.

**Continue**

Are you an employer?  
[Register here](#)

Already have an account?  
[Sign in here](#)

- click employer button to register



CAREER SERVICES

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

Sign up as an Employer | Handshake

uah.joinhandshake.com/employer\_registrations/new

Handshake

Already have an account? [Log In](#)

### Sign up as an Employer

Email Address (use your work email)


Password

Confirm Password

[Sign Up](#)

### One Trusted, Integrated Network

Recruit top students from over 2,000 colleges, universities, and community colleges.



• • • •

- use your UAH alias email - first.last@uah.edu



CAREER SERVICES

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

Sign up as an Employer | Hands| x +

uah.joinhandshake.com/employer\_registrations/new

Handshake

Already have an account? [Log In](#)

### Welcome to Handshake

Before continuing, we need a bit more info

First Name

Last Name

Phone Number

Job Title

Country

**Tell us the types of candidates you would like to find**  
Don't worry if you can't find all the categories you need. You'll be able to add more later.

☐ Agriculture, Food & Horticulture  
☐ Arts & Design  
☐ Business, Entrepreneurship & Human Resources  
☐ Civics & Government  
☐ Communications  
☐ Computer Science, Information Systems & Technology

**Add your Alma Mater**

School Name

Grad Year

Select School

2023

☐ My school is not listed, let me type my own  
[Add another Alma Mater](#)

[Next: Employer Guidelines](#)

### Rich, Validated Data

Find the right fit across 8.5 million verified student profiles

210k statistics students

350k marketing students

180k cyber security students

450k sales students

- fill out your information
- what do you hire/look for major wise



CAREER SERVICES


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Sign up as an Employer | Hands | x +


uaj.joinhandshake.com/employer\_registrations/new

### Handshake Employer Guidelines


Millions of students place their trust in Handshake and the companies on our platform. To maintain that trust, all employers on Handshake must agree to the following general guidelines, in addition to our [Terms of Service](#):




**Be Accurate and Trustworthy:** Tell the truth about your company, your team and the jobs available. If your opportunities require upfront costs, disclose that in your company description and job postings.



**Keep Your Commitments:** When you make a commitment to a school or student, keep it. If you can't, work to provide a fair and equitable path for affected students.





**Be Fair:** Do not discriminate based on ethnicity, national origin, religion\*, age, gender, sexual orientation, disability or military / veteran status or lack thereof.



**Keep Student Info Confidential:** Guard student information as if it were your own. Do not disclose any personal information without the prior consent of a student.

In addition, most career service centers require employers to abide by the full [NACE Principles for Employment Professionals](#).

 Are you a 3rd party recruiter working on behalf of another company?

 ☐ I agree to the [Terms of Service](#) and [Privacy Policy](#)

☒ I agree to receive marketing messages including promotions and special offers from Handshake. Next: Confirm Email

\*As with EEOC's Title VII, this does not apply to institutions whose purpose and character are primarily religious (i.e. a ministry).

☒ Social Sciences

☒ Technologies & Technicians

**Add your Alma Mater**

School Name Grad Year

[Remove](#)

☒ My school is not listed, let me type my own

[Add another Alma Mater](#)

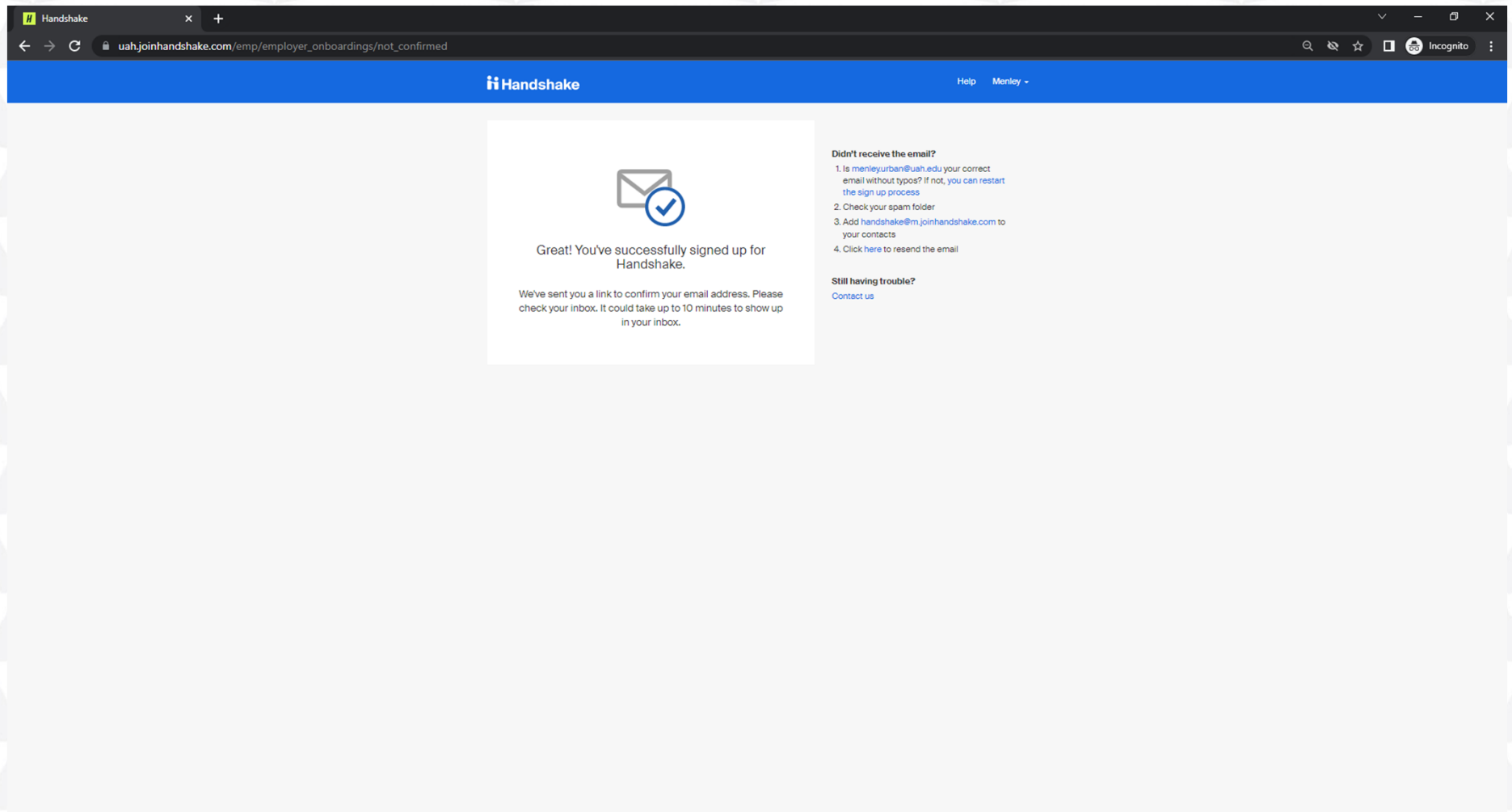
Next: Employer Guidelines

- not external recruiter
- agree to terms and conditions



CAREER SERVICES

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE



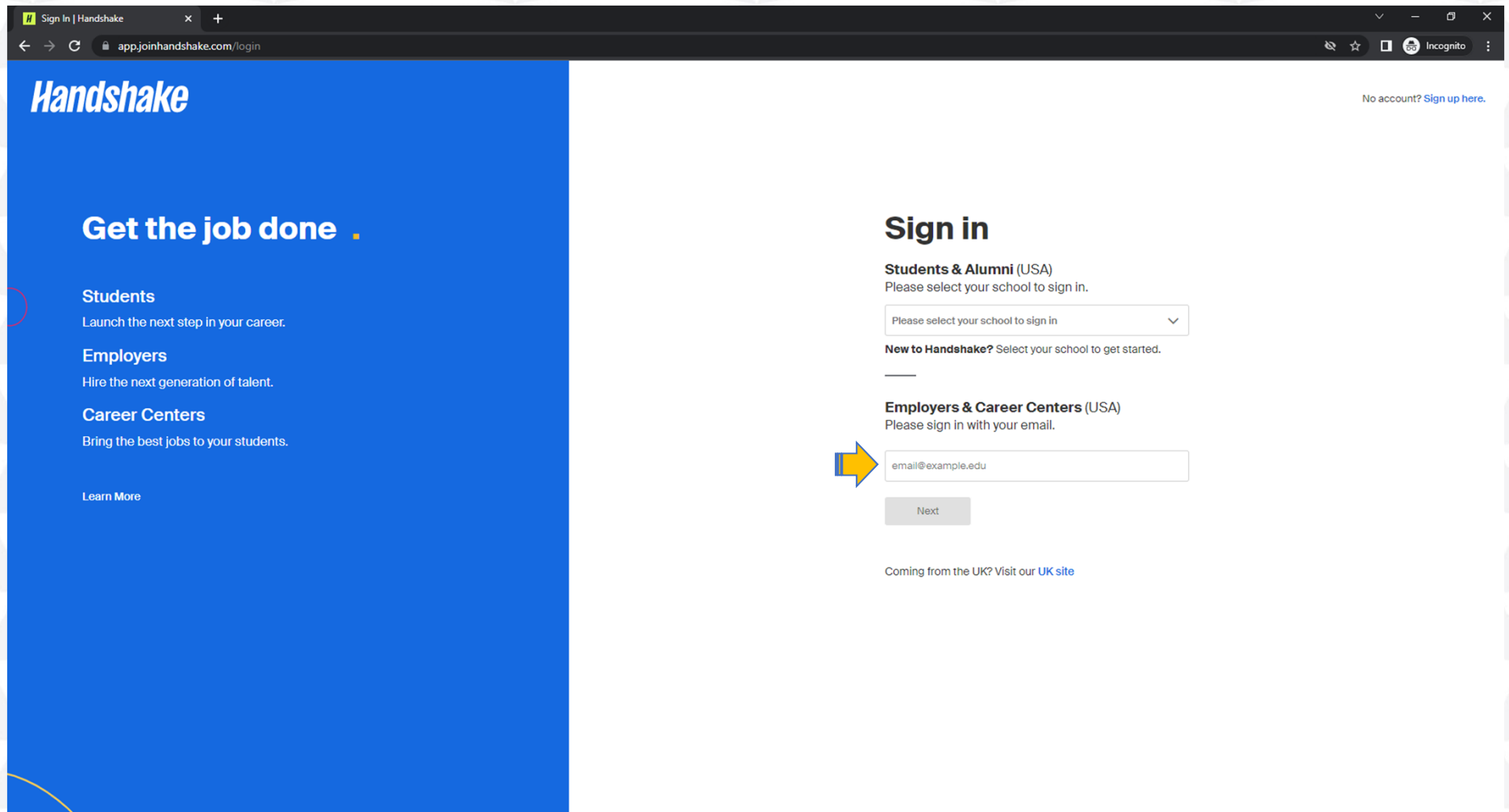
- you will receive and email confirmation of your account



CAREER SERVICES

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE





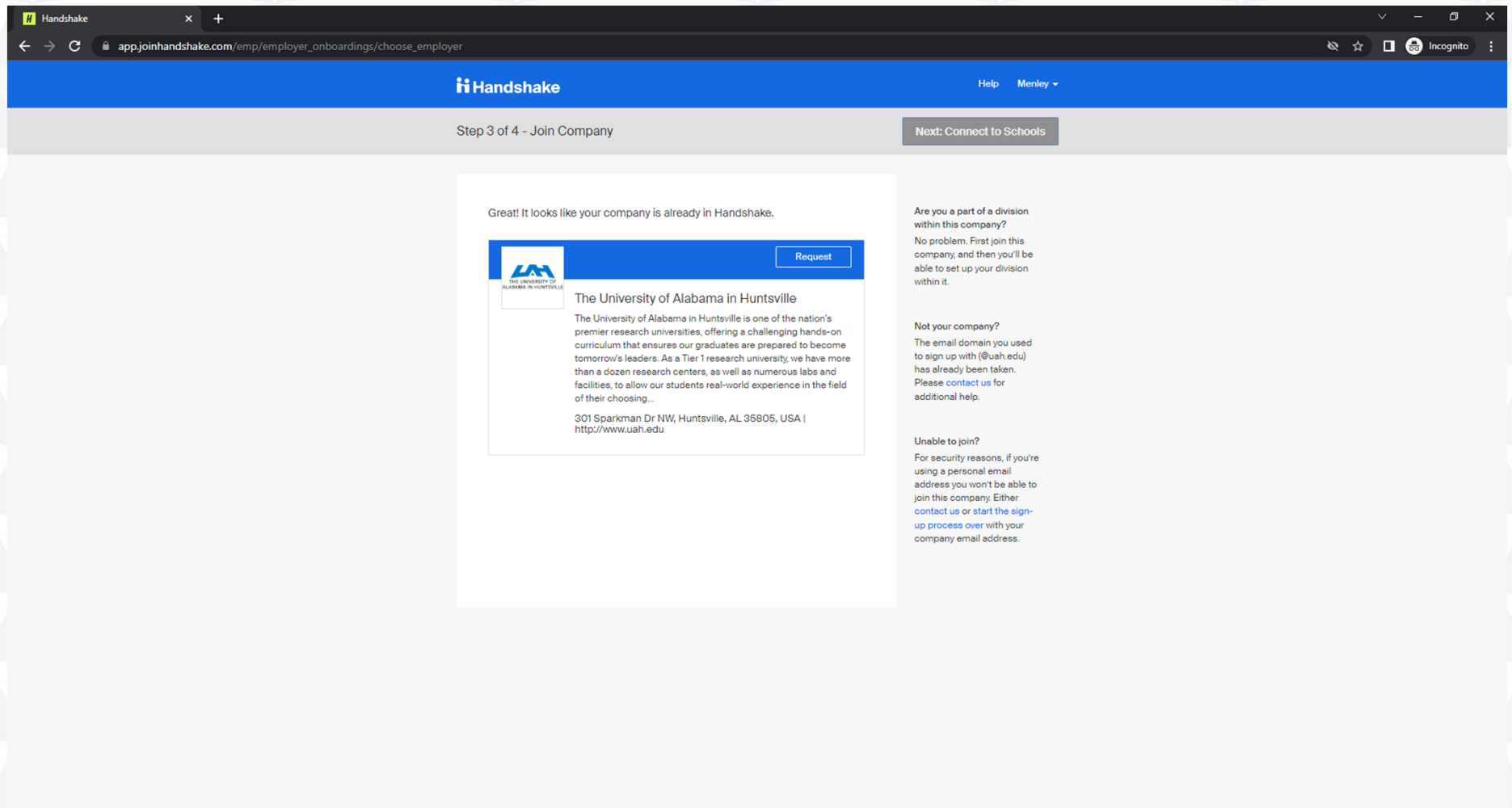
- back to home page to log in
  - employers & career centers



CAREER SERVICES

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE





- request connection with UAH



CAREER SERVICES

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

Handshake

app.joinhandshake.com/emp/employer\_onboardings/connect\_with\_schools

Handshake Help Menley










You do not have permission to do that. Please contact the Handshake team or your local administrator.

Step 4 of 4 - Connect with Schools 0 Schools selected **Next: Finish**

We recommend selecting 10-15 schools to connect. Don't worry, you can add more later.

Search

Showing 1446 results

	Medaille College Buffalo, New York • 2,759 students	+
	Arizona State University Tempe, Arizona • 71,946 students • #1 Most Innovative Sc...	+
	Babson College Wellesley, Massachusetts • 3,681 students • #1 in Entrepr...	+
	California Polytechnic State University - San Luis Obispo San Luis Obispo, California • 19,246 students • #1 Top Pu...	+
	Calvin University Grand Rapids, Michigan • 3,894 students • #1 Regional C...	+
	Fairfield University Fairfield, Connecticut • 4,113 students • #1 Regional Unive...	+
	Harvey Mudd College Claremont, California • 804 students • #1 Undergraduate ...	+
	Oregon Institute of Technology Klamath Falls, Oregon • 5,659 students • #1 Top Public Sc...	+
	Princeton University	+

☐ My Selected (0) [Clear](#)

Filter Schools by

Region

- ☒ Midwest
- ☒ Northeast
- ☒ South
- ☒ West

Location

Rank

- do not connect with other schools



CAREER SERVICES

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

The screenshot shows the Handshake web application interface. A modal titled "Automatically update students about their status" is open, explaining that Handshake will send customizable messages to keep students updated about their application status at three key moments:

- Upon receiving an application to a job you posted:** Send a personalized greeting to the students.
- Upon reviewing a profile or documents:** Let students know their application is being reviewed.
- Upon choosing Declined:** Send a sincere follow-up to students about their application.

The modal also states: "The status message can be customized or turned off at any time in the Status Messaging Preferences. Irrespective of what is selected here, Students will always be able to see the status of their job applications. Your choice here determines if they will receive proactive messages informing them of a change."

At the bottom of the modal, there are two buttons: "Never Send Status Messages" and "Edit & Activate Status Messages". A yellow arrow points to the "Edit & Activate Status Messages" button.

The background interface includes a sidebar with navigation links (Home, My Profile, Company Profile, Postings, Jobs, Relationships, Search Students, Schools, Contacts, Meetings, Events, Scheduling, On-Campus Interviews, Fairs, Talent Engagement, Branding, Segments, Campaigns, Analytics, Learn More), a top navigation bar with a search bar and user profile, and a main content area with sections for "Jobs" (listing various roles like Developmental Mechanisms, Admissions Specialist, Mail Assistant, Lockout Assistant, and Student Specialist) and "Upcoming Career Fairs".

- how do you want students notified about applications?
  - send status or no notifications

Handshake

Search...

Home

My Profile

Company Profile

Postings

Jobs

Relationships

Search Students

Schools

Contacts

Meetings

Events

Scheduling

On-Campus Interviews

Fairs

Talent Engagement

Branding

Segments

Campaigns

Analytics

Learn More →

655s The #1 event for early career education and recruiting | May 17-18 [Register now](#)

[Post a Job](#) [Request an Interview](#) [Create an Event](#)

**Jobs**

- Development of mechanical characterization techniques and analysis of flexible electronic materials (RCEU) Approved January 04 at 3:25pm
- Admissions Student Data Specialist Approved January 19 at 4:00pm
- Mail Assistant - Housing & Residence Life Approved February 03 at 1:52pm
- Lockout Assistant - Housing & Residence Life Approved February 03 at 2:01pm
- Student Specialist Approved January 11 at 9:45am

**Interviews**

You have not requested any on campus interviews yet.

**Upcoming Events**

You have not RSVP'd to any upcoming events.

**Upcoming Career Fairs**

[View All Upcoming Career Fairs](#)

- home page
  - to post job click “post a job”



CAREER SERVICES

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

New Job | Handshake

app.joinhandshake.com/emp/jobs/new

Handshake

Home  
My Profile  
Company Profile  
Postings  
Jobs  
Relationships  
Search Students  
Schools  
Contacts  
Meetings  
Events  
Scheduling  
On-Campus Interviews  
Fairs  
Talent Engagement  
Branding  
Segments  
Campaigns  
Analytics  
Learn More →

All fields required unless otherwise indicated

Where should students submit their application?

☒ Apply in Handshake  
☐ Apply through external system

Job title  
Test

Company Division (optional)  
Office of Career Services

Job Type

☐ Internship  
☐ Cooperative Education  
☐ Experiential Learning  
☒ On Campus Student Employment  
☐ Fellowship  
☐ Graduate School  
☐ Job  
☐ Volunteer

Employment Type

☐ Full-Time  
☒ Part-Time

Duration

☐ Permanent  
☒ Temporary / Seasonal

Start date  
yyyy-mm-dd

End date  
yyyy-mm-dd

Is this a Work Study job?  
Work study jobs are for eligible students only.

☒ Yes  
☐ No

**New** Build relationships with high quality candidates  
Enable messaging and virtual info chats for this job to meet students, share more about the role, company, or team, and get them excited to apply.  
[Learn more about virtual info chats](#)

Are you open to speaking with interested candidates?

☒ Yes, I want interested candidates to reach out to me for a conversation  
☐ No, I'd rather candidates apply without contacting me

Cancel

< Basics Details Preferences Schools Preview Next >

Save

- Fill out job information
  - apply through handshake
  - On-Campus student employment



CAREER SERVICES

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New Job | Handshake

app.joinhandshake.com/emp/jobs/new

Handshake

Search...

Home

My Profile

Company Profile

Postings

Jobs

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Search Students

Schools

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Events

Scheduling

On-Campus

Interviews

Fairs

Talent Engagement

Branding

Segments

Campaigns

Analytics

Learn More →

All fields required unless otherwise indicated

Description

Heading 1 B I U A [Image] [Image] [Image] [Image] [Image] [Image] [Image] [Image] [Image] [Image]

Test

You can copy and paste a description directly from your website – we'll retain all the formatting.

How many students do you expect to hire for this position?

1

This number can be approximate and will not be displayed to students.

Job location

Huntsville, Alabama, United States

+ add another location

☐ Allow remote workers

Paid or unpaid?

☒ Paid ☐ Unpaid

Estimated pay

Jobs located in California, Colorado, New York, and Washington states (including jobs performed remotely from these states) must include an estimated pay range. Estimated pay ranges for jobs in other states are encouraged. [Opt out of estimated pay.](#)

Show pay by

Amount

Rate

Range \$7.25 - 10.00 USD Per hour

Required documents (Optional)

☒ Resume

☐ Cover Letter

☐ Transcript

☐ Other Document (e.g. work sample, course schedule, or other misc documents)

Cancel

Basics Details Preferences Schools Preview Next >

Save

- Job description
  - uah.edu/vpsa/student-employment



CAREER SERVICES

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

The screenshot shows the 'New Job' form on the Handshake website. The left sidebar contains navigation links: Home, My Profile, Company Profile, Postings, Jobs, Relationships, Search Students, Schools, Contacts, Meetings, Events, Scheduling, On-Campus Interviews, Fairs, Talent Engagement, Branding, Segments, Campaigns, Analytics, and Learn More. The main form area is titled 'New Job | Handshake' and has a URL of 'uah.joinhandshake.com/emp/jobs/new'. The form includes sections for 'Graduation date range (Optional)', 'School years (Optional)', 'Minimum GPA (Optional)', 'Major categories (Optional)', and 'Applicant package recipients (Optional)'. A yellow arrow points to the 'Applicant package recipients' section, which shows a dropdown menu with 'Menley Schofield' selected. Below this, there are checkboxes for 'Email a summary of all applicants once my job expires' (checked) and 'Email every time a new student applies' (unchecked). The bottom of the form has a 'Cancel' button and a series of tabs: Basics, Details, Preferences (active), Schools, Preview, and Next. A 'Save' button is also visible in the bottom right corner.

Handshake

Search...

Home

My Profile

Company Profile

Postings

Jobs

Relationships

Search Students

Schools

Contacts

Meetings

Events

Scheduling

On-Campus Interviews

Fairs

Talent Engagement

Branding

Segments

Campaigns

Analytics

Learn More →

Cancel

Basics Details Preferences Schools Preview Next

Save

New Job | Handshake

uah.joinhandshake.com/emp/jobs/new

Incognito

Graduation date range (Optional)

Earliest grad date

Latest grad date

month year month year

Hiring alumni? You can leave earliest graduation date blank.

School years (Optional)

☐ Freshman

☐ Sophomore

☐ Junior

☐ Senior

☐ Masters

☐ Doctorate

☐ Alumni

☐ Postdoctoral Studies

☐ Masters of Business Administration

☐ First Year Community / Technical College

☐ Second Year Community / Technical College

☐ Certificate Program

Minimum GPA (Optional)

Major categories (Optional)

☐ Agriculture, Food & Horticulture - 0 of 9 majors selected

☐ Arts & Design - 0 of 19 majors selected

☐ Business, Entrepreneurship & Human Resources - 0 of 24 majors selected

☐ Civics & Government - 0 of 10 majors selected

☐ Communications - 0 of 7 majors selected

☐ Computer Science, Information Systems & Technology - 0 of 10 majors selected

☐ Education - 0 of 10 majors selected

☐ Engineering - 0 of 10 majors selected

☐ General Studies - 0 of 3 majors selected

☐ Health Professions - 0 of 19 majors selected

☐ Humanities & Languages - 0 of 13 majors selected

☐ Life Science - 0 of 14 majors selected

☐ Manufacturing, Production, and Skilled Trades - 0 of 4 majors selected

☐ Math & Physical Sciences - 0 of 9 majors selected

☐ Natural Resources, Sustainability & Environmental Science - 0 of 9 majors selected

☐ Social Sciences - 0 of 9 majors selected

☐ Technologies & Technicians - 0 of 15 majors selected

These consolidate individual majors across every school on Handshake. Choose a specific major by school.

Applicant package recipients (Optional)

Choose recipient

Not seeing the recipient you're looking for? [Create a new contact](#)

X Menley Schofield

☒ Email a summary of all applicants once my job expires

☐ Email every time a new student applies

☐ Send all applicants

☐ Only send applicants who match all preferences

- Applicant preferences
- Notification of applicants (every time or at end)



New Job | Handshake

uah.joinhandshake.com/emp/jobs/new

Handshake

Search...

Home  
My Profile  
Company Profile  
Postings  
**Jobs**  
Relationships  
Search Students  
Schools  
Contacts  
Meetings  
Events  
Scheduling  
On-Campus  
Interviews  
Fairs  
Talent Engagement  
Branding  
Segments  
Campaigns  
Analytics  
Learn More →

New Job

Jobs New Job

Job postings

Global apply start date  
Set global start

Global expiration date  
Set global expiration

Search your schools to add job postings

Add All Schools Add Favorite Schools Find More

Schools	Interview on campus?	Apply start date	Expiration date
X  The University of Alabama in Huntsville	<input type="checkbox"/>	2023/02/22 12:00 PM	2023/03/22 12:00 AM

Cancel

Basics Details Preferences **Schools** Preview Next

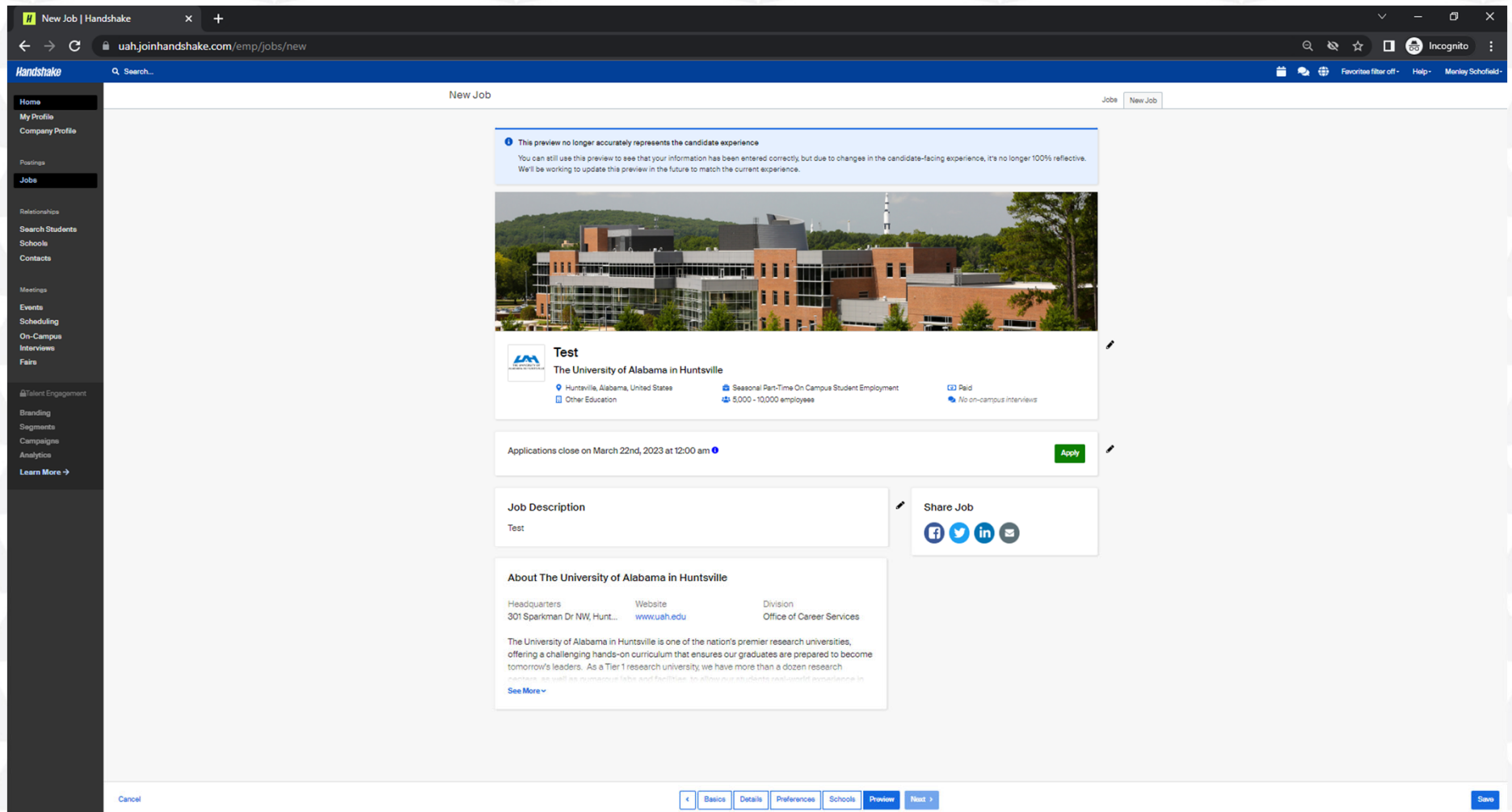
Save

- Do not add additional schools



CAREER SERVICES

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- Job preview - student perspective



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Matches | Handshake

uah.joinhandshake.com/emp/jobs/7568630/matches?showSuccessModal=true&isPersisted=false

Handshake

Home  
My Profile  
Company Profile  
Postings  
Job  
Relationships  
Search Students  
Schools  
Contacts  
Meetings  
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Scheduling  
On-Campus  
Interviews  
Fairs  
Talent Engagement  
Branding  
Segments  
Campaigns  
Analytics  
Learn More →

Test  
Job #7568630 • Created 2/22/2023

Overview Schools Matches Applicants Details

To see top matches, you need to add candidate preferences for major, graduation date, or school year. Your preferences help us recommend candidates. [Add Preferences](#)

Search these results  
Try name, university, or major

Recruiter activity  
☒ Employer hasn't invited to apply to this job  
☒ Location interest  
Upgrade to filter by students who have an interest in working near this job's location  
[Learn more](#)  
☒ Job role interest  
Upgrade to filter by students who have an interest in roles like this one  
[Learn more](#)  
☒ Industry interest  
Upgrade to filter by students who have an interest in your industry  
[Learn more](#)

Labels  
Type to search

Exclude labels  
Type to search

Showing 1-50 of 100 candidates

Sort by: Best match More actions Invite to apply

<input type="checkbox"/>	Name	Interests
<input type="checkbox"/>	Emily M., Active this week Foreign Language - S... The University of Alabama in Huntsville	Huntsville, AL Other Education
<input type="checkbox"/>	Michaela J., Active this week Industrial & Systems... The University of Alabama in Huntsville	Huntsville, AL
<input type="checkbox"/>	Delores B., Active this week Electrical Engineer... The University of Alabama in Huntsville	Huntsville, AL
<input type="checkbox"/>	Robert S., Active this week Professional Studies The University of Alabama in Huntsville	Huntsville, AL
<input type="checkbox"/>	Dominic F., Active this week Mathematics The University of Alabama in Huntsville	Huntsville, AL
<input type="checkbox"/>	Jonathan Will... T., Active this week Information Systems The University of Alabama in Huntsville	Huntsville, AL
<input type="checkbox"/>	Mary T., Active this week Biological Science The University of Alabama in Huntsville	Huntsville, AL
<input type="checkbox"/>	Brendan W., Active this week Industrial & Systems... The University of Alabama in Huntsville	Huntsville, AL
<input type="checkbox"/>	Brendan R., Active this week Cybersecurity Engine... The University of Alabama in Huntsville	Huntsville, AL
<input type="checkbox"/>	Robert P., Active this week Psychology The University of Alabama in Huntsville	Huntsville, AL

- invite students who meet you preferences to apply



CAREER SERVICES

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

The screenshot shows the Handshake website interface. The left sidebar contains navigation links: Home, My Profile, Company Profile, Postings, Jobs (highlighted), Relationships, Search Students, Schools, Contacts, Meetings, Events, Scheduling, On-Campus, Interviews, Fairs, Talent Engagement, Branding, Segments, Campaigns, Analytics, and Learn More. The main content area displays a list of job positions under the 'Active' tab. A yellow arrow points to the 'Active' tab. The table lists job details including ID, Job Title, Applicants, School, Expires, Status, and Campus Interview.

ID	Job	Applicants	School	Expires	Status	Campus Interview
7492501	Mail Assistant - Housing & Residence Life	9	The University of Alabama in Huntsville	3/8/2023	Approved	No
7492690	Desk Assistant - Housing & Residence Life	10	The University of Alabama in Huntsville	3/8/2023	Approved	No
7492606	Lockout Assistant - Housing & Residence Life	4	The University of Alabama in Huntsville	3/8/2023	Approved	No
7382453	The University of Alabama in Huntsville and NASA Marshall Space Flight Center REU	0	University of Louisiana--Monroe	3/13/2023	Approved	No
7382453	The University of Alabama in Huntsville and NASA Marshall Space Flight Center REU	0	Hollins University	3/13/2023	Approved	No
7382453	The University of Alabama in Huntsville and NASA Marshall Space Flight Center REU	0	The Citadel, The Military College of South Carolina	3/13/2023	Approved	No
7382453	The University of Alabama in Huntsville and NASA Marshall Space Flight Center REU	0	Texas A&M University-San Antonio	3/13/2023	Approved	No
7382453	The University of Alabama in Huntsville and NASA Marshall Space Flight Center REU	0	Alabama State University	3/13/2023	Approved	No
7382453	The University of Alabama in Huntsville and NASA Marshall Space Flight Center REU	0	Cedar Crest College	3/13/2023	Approved	No
7382453	The University of Alabama in Huntsville and NASA Marshall Space Flight Center REU	0	Claremont McKenna College	3/13/2023	Approved	No
7382453	The University of Alabama in Huntsville and NASA Marshall Space Flight Center REU	0	Dillard University	3/13/2023	Approved	No
7382453	The University of Alabama in Huntsville and NASA Marshall Space Flight Center REU	0	Lee University	3/13/2023	Approved	No
7382453	The University of Alabama in Huntsville and NASA Marshall Space Flight Center REU	0	Boise State University	3/13/2023	Approved	No
7382453	The University of Alabama in Huntsville and NASA Marshall Space Flight Center REU	0	The University of North Carolina at Pembroke	3/13/2023	Approved	No
7382453	The University of Alabama in Huntsville and NASA Marshall Space Flight Center REU	0	Northwestern University	3/13/2023	Approved	No
7382453	The University of Alabama in Huntsville and NASA Marshall Space Flight Center REU	0	Middle Tennessee State University	3/13/2023	Approved	No
7382453	The University of Alabama in Huntsville and NASA Marshall Space Flight Center REU	0	Medaille College	3/13/2023	Approved	No
7382453	The University of Alabama in Huntsville and NASA Marshall Space Flight Center REU	0	Milwaukee School of Engineering	3/13/2023	Approved	No
7382453	The University of Alabama in Huntsville and NASA Marshall Space Flight Center REU	0	University of North Texas at Dallas	3/13/2023	Approved	No
7382453	The University of Alabama in Huntsville and NASA Marshall Space Flight Center REU	0	University of Miami	3/13/2023	Approved	No
7382453	The University of Alabama in Huntsville and NASA Marshall Space Flight Center REU	0	University of Dallas	3/13/2023	Approved	No
7382453	The University of Alabama in Huntsville and NASA Marshall Space Flight Center REU	0	University of Houston - College of Technology	3/13/2023	Pending	No
7382453	The University of Alabama in Huntsville and NASA Marshall Space Flight Center REU	0	Stanford University	3/13/2023	Approved	No
7382453	The University of Alabama in Huntsville and NASA Marshall Space Flight Center REU	0	State University of New York at Geneseo	3/13/2023	Approved	No
7382453	The University of Alabama in Huntsville and NASA Marshall Space Flight Center REU	0	The University of Tennessee-Knoxville	3/13/2023	Approved	No

- All active positions at UAH
- View expired positions



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The screenshot shows the Handshake web application interface. On the left is a dark sidebar with navigation links: Home, My Profile, Company Profile, Postings, Job (highlighted), Relationships, Search Students, Schools, Contacts, Meetings, Events, Scheduling, On-Campus, Interviews, Fairs, Talent Engagement, Branding, Segments, Campaigns, Analytics, and Learn More. The main content area is titled 'Test' with job ID #7568630, created by Manley Schofield, and expires 3/22/2023. A yellow arrow points to the 'Overview' tab. Below the tabs, the 'Applicants' section shows 'No applicants yet.' and offers suggestions to reach out to promising candidates and get the job in front of more people. The 'Job Views' section features a bar chart and a 'Premium' badge. The 'Reach' section displays two donut charts: 'Total reach' at 12,402 (19% of active students) and 'Matching reach' at N/A (not applicable).

- Click on your job
  - dashboard of applicants



CAREER SERVICES

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

Thank you for attending today!

*Please contact us:*

UAH Career Services

Student Services Building, room 205

[www.uah.edu/career-services](http://www.uah.edu/career-services) | 256.824.6741 | [chargerjobs@uah.edu](mailto:chargerjobs@uah.edu)



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