

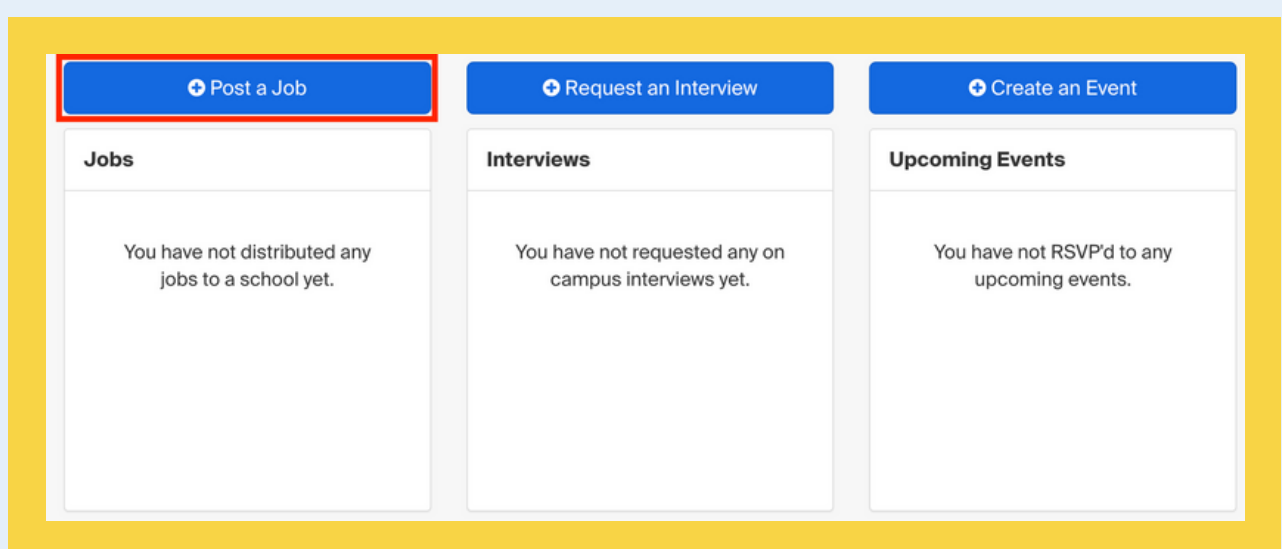
CREATE AN OFF-CAMPUS WORK-STUDY JOB ON Handshake

It is required to complete an [off-campus work-study application](#) and [receive approval](#) prior to posting in Handshake.

Please note, all off-campus work-study sites must reapply and complete a new form each academic year.

1 Click "Post a Job"

Once your work study contract is approved, create a Handshake employer account and connect to your company. You are now ready to post positions on Handshake. Click "Post a Job" to begin.



2 Basic information

You will then be asked basic information about the position.

3 Job description

You are **required** to include the exact language from the job description submitted in your AY 23-24 work-study contract.

We highly encourage you to incorporate the [NACE Career Readiness Competencies](#) into your position description, highlighting how students will gain meaningful and career-relevant skills after participating in your experience.

Including these elements will strengthen your post posting, candidate pool, and applicant engagement.

Example

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Experiential Learning Student Assistants support the experiential learning and student employment functions of Career Success. Experiential Learning Student Assistants collaborate with the Experiential Learning team to support the hiring and onboarding process for over 4,000 students on a yearly basis. This includes reviewing and curating on and off-campus experiential learning and full-time job opportunities on Handshake, onboarding new student employees, and assisting with Career Success’ experiential learning programs.

Position duties

75% Experiential Learning Team support

- Onboard new student employees, completing payroll packets and reviewing a variety of databases to support and complete the onboarding process.
- Communicate via email and troubleshoot any new student hire questions throughout the onboarding process.
- Assemble and distribute employment paperwork via [DocuSign](#) to new student hires.

15% Handshake support

- Review and approve/deny new employer and job postings on the Handshake platform

10% Front desk support

- Serve as the first contact in the Career Success office at the front desk, including assessing student needs upon their arrival, directing them to the appropriate resources, checking them in, and answering phone calls.

Required skills, knowledge, and abilities:

1. Ability to assist students and other constituents of diverse backgrounds.
2. Strong interpersonal skills including tact, diplomacy, and cultural humility.
3. Reliable, punctual, self-motivated, and great at time management.
4. Excellent judgment and discretion in handling confidential and sensitive information.
5. Excellent record keeping skills.
6. Strong attention to detail with knowledge of office procedures.
7. Ability to maintain privacy and confidentiality
8. Excellent communication skills

Preferred skills, knowledge, and abilities:

1. Willingness to learn new skills and navigate new spaces.
2. Ability to work well under pressure during peak times

For more information, please review our in-depth guide about [writing effective position descriptions](#).

4 Location requirements

Select the work modality and city/state location of the job.

Location requirements

Where should candidates expect to work?

Onsite

Employee works in person from a specific location.

Remote

Employee works from home.

Hybrid

Employee works a combination of onsite and remote.

Onsite location

Add the city and state where the job is located. If you're hiring in multiple cities, include them all.

Q

Santa Cruz, California, United States
X

5 Time requirements

Time requirements
How much should candidates expect to work?

Full time
30 hours per week or more

Part time
Less than 30 hours per week

Hours (optional)
 hours per

Employment duration

Permanent

Temporary or seasonal

Work-Study dates for AY 23-24 are:
9/23/23-6/13/24

Estimated start date:

Estimated end date:

6 Compensation

Compensation and benefits
What should candidates expect to earn?

Expected pay
Jobs located in jurisdictions that require a pay range (including jobs performed remotely from those jurisdictions) must include pay on the

Range Custom range Unpaid

Rate	Minimum pay	Maximum pay	Currency
<input type="text" value="Per hour"/> <input type="text" value="▼"/>	<input type="text" value="15.50"/>	<input type="text" value="20"/> <input type="text" value="▲▼"/>	<input type="text" value="USD"/> <input type="text" value="▼"/>

Select rate: (per hour, year, or month)

Select custom range and input pay rates

7 Categorize your job

As best as possible, please select a job categorization. Some key words for common jobs may include, but are not limited to:

“Administrative Support”, “Research”, or “Restaurant”

Categorize your job
Tell us the type of role you’re hiring for (e.g., Accountants and Auditors, Sales Managers). Add up to 3 roles.
Don’t see the category you’re looking for? [Request that we add it.](#)

Job roles

Administrative Services Managers

Office and Administrative Support Workers

8 Candidate qualifications

We highly encourage you **do not include any screening criteria unless absolutely necessary for the role.** Less rigorous screening criteria allows for a more inclusive practice.

9 Choose schools

Use the search bar and look for "Santa Cruz" to select UCSC as the school the job will be posted to.

Important note: Do not select any other institutions, as student employment positions are only available to UC Santa Cruz students.

Choose schools

Where would you like to post your job?

Post to specific schools
Choose from schools where you are approved. [See approvals and posting permissions.](#)

University of California, Santa Cruz X

10 Application process

Add information about the application timeline process.

Application process

What's the application timeline and process?

Select dates the application will be open on Handshake

Application open date

Application close date

Number of hires

List your estimated number of hires.

This will not show up to job seekers.

How will candidates submit applications?

H
On Handshake
Keep all your applications in one place.

On a separate website
Enter a website or Applicant Tracking System URL.

All applicants are required to apply via Handshake

Additional required documents

- Handshake profile
- Resume
- Cover letter
- Transcript
- Other

Select all documents students should include when applying

11

Your hiring team

Choose the settings on how frequently you receive notifications about received applications.

12

Save or post job

Handshake will preview the position and ask to “Save as draft” or “Post job”.

“Post job” routes the position to Career Success for review. Once it has been reviewed and approved, the position will be available for student applications.

13

Select a candidate

When you select a student for hire, please update their application status to **reviewed** in Handshake and submit [this brief google form](#) with details about the hire.

Career Success staff will then begin the onboarding process for the student. Career Success will notify you once the student has completed onboarding and is approved to begin working at your organization.

Questions? Contact ucscel@ucsc.edu