CREATE AN ON-CAMPUS WORK-STUDY JOB ON Handshake

1 Click "Post a Job"

Click "**Post a Job**" to begin.

⊕ Post a Job	⊕ Request an Interview	⊕ Create an Event
Jobs	**Interviews**	**Upcoming Events**
You have not distributed any jobs to a school yet.	You have not requested any on campus interviews yet.	You have not RSVP'd to any upcoming events.

2 Basic information

You will then be prompted to complete a series of questions about the role.

Job title

Use a descriptive job title and indicate it's a Work-Study role.

Experiential Learning Student Assistant (Work-Study)

Tips for good job titles:
- ✓ Spell out words instead of using abbreviations ("Senior" instead of "Sr").
- ✓ Avoid using all caps.
- ✓ Avoid numbers or special characters.
- ✓ Keep it concise at 2–5 words.

Position type

Select "On Campus Student Employment" as the position type

- ◯ Job
- ◯ Internship
- ● On Campus Student Employment
- ◯ Other

- ☑ Federal Work-Study program

3 Job description

You are **required** to include the **position duties, including percentages associated with each duty, and required and preferred skills, knowledge, and abilities.**

Be explicit and detailed about the types of activities students will be completing as part of your experience.

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.](#)

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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.

[🔍]

Santa Cruz, California, United States ✕

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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)

`15` hours per `week`

Employment duration

○ Permanent

● Temporary or seasonal

> All on-campus roles are temporary/seasonal

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

Estimated start date
`2023-09-23`

Estimated end date
`2024-06-13`

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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

> Select **custom range** and input pay rates

Range	Custom range	Unpaid

Rate	Minimum pay	Maximum pay	Currency
Per hour	15.50	20	USD

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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`

Administrative Services Managers

Office and Administrative Support Workers

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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.

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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.

[Search by school name or location   🔍]

[University of California, Santa Cruz ✕]

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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
[2023-09-05   📅]

Application close date
[2023-09-29   📅]

> List your **estimated** number of hires.

Number of hires
This will not show up to job seekers.

[1]

> All applicants are required to apply via Handshake

How will candidates submit applications?

On Handshake	**On a separate website**
Keep all your applications in one place.	Enter a website or Applicant Tracking System URL.

Additional required documents

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

> Select all documents students should include when applying

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Your hiring team

Identify any other team members who will be reviewing applications or will need a summary report once for the next steps in recruitment.

Your hiring team

Set up your hiring team to keep everyone informed, and manage how they receive updates.

Company division (optional)
Company divisions are managed by your administrator. Your hiring team can use them to organize and filter jobs.

Job owner

Taylor Harrison
Student Employment Project Specialist

[Add profile photo ⤢]

Messaging availability
Give candidates the option to m... Messages from candidates will not count a...

> It's **encouraged** to allow students to message you about the work-study opportunity

☑ Feature Taylor Harrison as available for candidate messages

Email settings

> Choose your notification settings for applicant packages and summary reports

☑ Send summary email once application period closes

☐ Send email when a candidate who meets qualifications applies

☐ Send email when a candidate applies

Hiring team members (optional)   **Invite new teammate**

Choose team member

Veronica Heiskell

> Add any team members involved in the application review or recruitment processes

Remove ✕

☑ Send summary email once application period closes

☐ Send email when a candidate who meets qualifications applies

☐ Send email when a candidate applies

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Save or post job

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

[Save as draft]   [Post job]   ✕

Important Note: If you are recruiting both work-study and non-work-study students, you need to post two separate roles. One explicitly for work-study the other for non-work study applications. The best practice is to **duplicate your job.**

← Jobs
Experimental Learning Student Assistant (Work-Study)
Job #8207679
Duplicate job
Close job

Questions? Contact ucscel@ucsc.edu

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