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.

- **Job title**
  - Use a descriptive job title and indicate it’s a Work-Study role.
  - Tips for good job titles:
    - Spell out words instead of using abbreviations ("Junior" instead of "Jr.").
    - Avoid using all caps.
    - Avoid numbers or special characters.
    - Keep it concise at 2-5 words.

- **Position type**
  - Job
  - Internship
  - On Campus Student Employment
  - Other

  Select “On Campus Student Employment” as the position type.

- **Federal Work-Study program**

3 **Job description**

You are required to include the exact language from the job description submitted in your AV 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.
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](#).
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)*

Employment duration:
- Permanent
- Temporary or seasonal

Estimated start date: 2023-09-23
Estimated end date: 2024-06-13

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

<table>
<thead>
<tr>
<th>Range</th>
<th>Custom range</th>
<th>Unpaid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rate</td>
<td>Minimum pay</td>
<td>Maximum pay</td>
</tr>
<tr>
<td>Per hour</td>
<td>15.50</td>
<td>20</td>
</tr>
</tbody>
</table>

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

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"
- "Restaurant"
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.

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.

Application process

Add information about the application timeline process.

Application open date: 2023-09-05
Application close date: 2023-09-29
Number of hires: 1

How will candidates submit applications?

- On Handshake
  - Keep all your applications in one place.

Select all documents students should include when applying:

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

On a separate website
- Enter a website or Applicant Tracking System URL.
11 Your hiring team

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

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

Messaging availability
Give candidates the option to message from candidates will not count again.

Feature Taylor Harrison as available for candidate messages

Email settings

Send summary email once application period closes

Send email when a candidate who meets qualifications applies

Send email when a candidate applies

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

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.

Save or post job

Save as draft
Post job

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