CREATE AN OFF-CAMPUS WORK STUDY POSITION ON Handshake

This guide will walk you through the steps to post an off-campus work study position. After recruitment, ensure you have filled out the Off Campus Work Study Form here.

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 Enter Job Basics

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

- **Where should students submit their application?**
  - Apply in Handshake
  - Apply through external system
- **Job Title**
  - Use a descriptive job title and indicate it's a Work-Study role.
- **Company Division (optional)**
  - Select a division
- **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**
  - 2022-09-17
- **End date**
  - 2023-06-15
- **Is this a Work Study job?**
  - Yes
  - No
  - Next, indicate this is a Work Study job.
- **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
- **How do you want candidates to contact you?**
  - Message me on Handshake
  - Schedule a virtual info chat based on my availability
  - Learn more about virtual info chats

We recommend to "Apply in Handshake", all of the applicants will be collected in Handshake for you. Select "external system" if you want to use a separate process to collect applications.

We encourage you to offering ways for students to contact you about the job. Messages will go directly to your UCSC email.

Virtual info chats are 15-minute slots students can sign up for if they want to learn more about the role.

The video is built into Handshake. Learn more here.
Next, you will be prompted to include your **position description** for the role. Check out our more in-depth guide about creating effective position descriptions [here](#).

You must 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 factors will strengthen your post posting, candidate pool, and applicant engagement.

**Enter the position description.**

Ensure all the required information is included. Otherwise, this may cause a delayed approval time.

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

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

**Estimated salary**

- Paid
- Unpaid

Enter a number, not a range. Specifying a salary value is optional.

**Job location**

Santa Cruz, California, United States

**Select all documents you want students to include in their application.**

- Resume
- Cover Letter
- Transcript
- Other Document (e.g., work sample, course schedule, or other misc. documents)

**Enter your location** (Santa Cruz, CA) and if you allow fully remote workers.
Next, you can include any optional screening criteria, such as graduation date, school year, or major. 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.

**Graduation date-range (Optional)**

- **Earliest grad date**
  - month: [ ]
  - year: [ ]

- **Latest grad date**
  - month: [ ]
  - year: [ ]

*Are you looking for hiring alumni? You can leave earliest graduation date blank.*

**School years (Optional)**

- Freshmen
- Sophomore
- Junior
- Senior
- Masters
- Doctorate
- Alumni
- Postdoctoral Studies
- Masters or Business Administration
- First Year Community / Technical College
- Second Year Community / Technical College
- Certificate Program

Major categories (Optional)

- Agriculture, Food & Horticulture - 0 of 9 majors selected
- Arts & Design - 0 of 10 majors selected
- Business, Entrepreneurship & Human Resources - 0 of 24 majors selected
- Public & 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

**Applicant package recipients (Optional)**

- [ ] Not receiving the recipient you’re looking for? Create a new contact.

- **Taylor Harrison**
- **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

**Post to UCSC**

Next, indicate you want to post the position to UC Santa Cruz, along with the application start and end dates. This is vital in order to route the position to Career Success for approval. Do not select any other institutions- student employment positions can only be posted at UC Santa Cruz.
Finally, you will see a preview of your job posting. Click "submit" and your position is now submitted for approval. Approvals typically take 1-2 business days, but may vary depending on the volume of incoming positions.

Once the role is approved, you will be able to access the posting by clicking on "Jobs" on the left navigation menu, or by clicking the post directly below "Post a Job" on your home page. This is where you can access and review applicants and update the status of the application.

When you select a student for hire, please update their application status to reviewed in Handshake.

It is required to complete an off-campus work-study application prior to posting a role in Handshake.

Questions?
Contact ucscel@ucsc.edu