

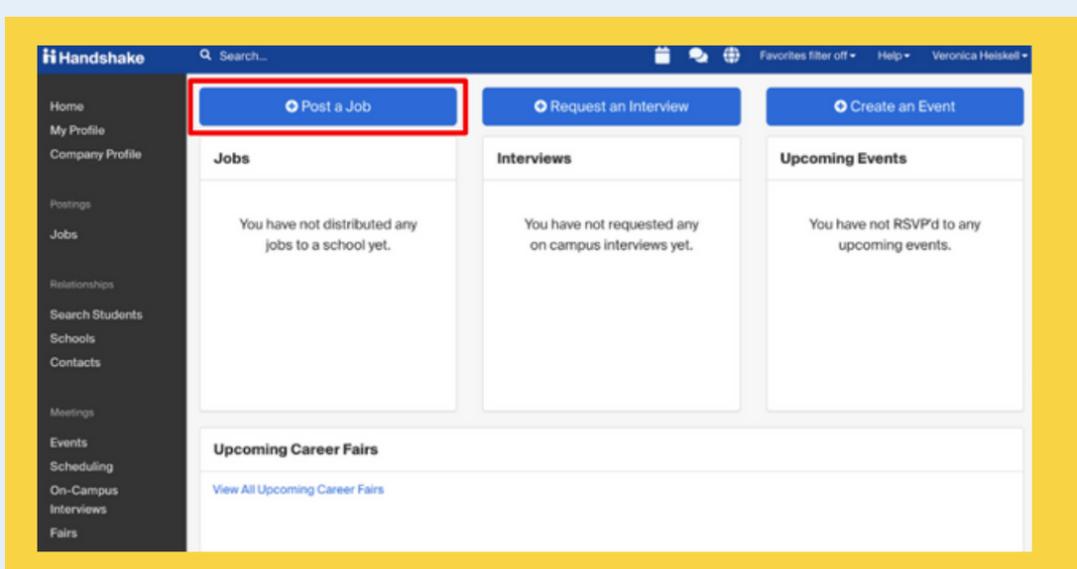
CREATE AN OFF-CAMPUS WORK STUDY POSITION ON



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.

Experiential Learning Student Assistant: Work-Study

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?
Work study jobs are for eligible students only.

Yes Next, indicate this is a Work Study job.
 No

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](#)

Notes:

- 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.
- Select "Job" as the job type, and "Part-Time" for employment type. For job duration, select "Temporary/Seasonal"
- Enter the start and end dates for the role. **Work Study for 22-23 AY is 9/17/22 - 6/15/23**
- 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.](#)

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Enter Job Details

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.

Heading 1 ▾ **B** *I* U A ~~A~~ ☰ ☰ ☰ 🔗 📷 *↵*

We are looking for an Experiential Learning Student Assistant to 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:

- 80%** Experiential Learning Team support
 - Examples
- 10%** Front desk support
 - Examples
- 10%** Other duties and special projects as assigned
 - Examples

Preferred skills, knowledge, and abilities:

- 1.
- 2.
- 3.

Required skills, knowledge, and abilities:

- 1.
- 2.
- 3.

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.

List your estimated number of hires.

Estimated salary

Paid Unpaid

\$

15

Per hour

▾

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

Indicate the salary. Pay rate must be at least \$15/hr (2022).

Job location

[+ add another location](#)

Allow remote workers

Does this position require U.S. work authorization?

Yes No

Enter your location (Santa Cruz, CA) and if you allow fully remote workers.

Required documents (Optional)

Resume

Cover Letter

Transcript

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

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

<

Basics

Details

Preferences

Schools

Preview

Next >

4 Optional Preferences

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.

i Students who do not meet your work authorization, graduation date, GPA, and major preferences will still be able to apply, but we'll highlight which ones don't match (and let you filter them out).

Graduation date range (Optional)

Earliest grad date **Latest grad date**

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

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 19 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)

Choose recipient

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

x 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

< Basics Details **Preferences** Schools Preview **Next >**

For undergraduates, select **freshman - senior**. For graduate students, select Masters and Doctorate.

Major preferences are **optional** and discouraged unless required. Please note, students who do not match your preferences can still apply.

Indicate who you want to receive application materials and how often you want to receive them.

You can receive notifications in bulk when the job expires, or receive an email summary every time a student applies.

5 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.

Job postings

Global apply start date
Global expiration date

Schools	Interview on campus?	Apply start date	Expiration date
x University of California, Santa Cruz	<input type="checkbox"/>	<input type="text" value="2022/09/01 11:00 AM"/>	<input type="text" value="2022/10/01 12:00 AM"/>

6

Preview & Save

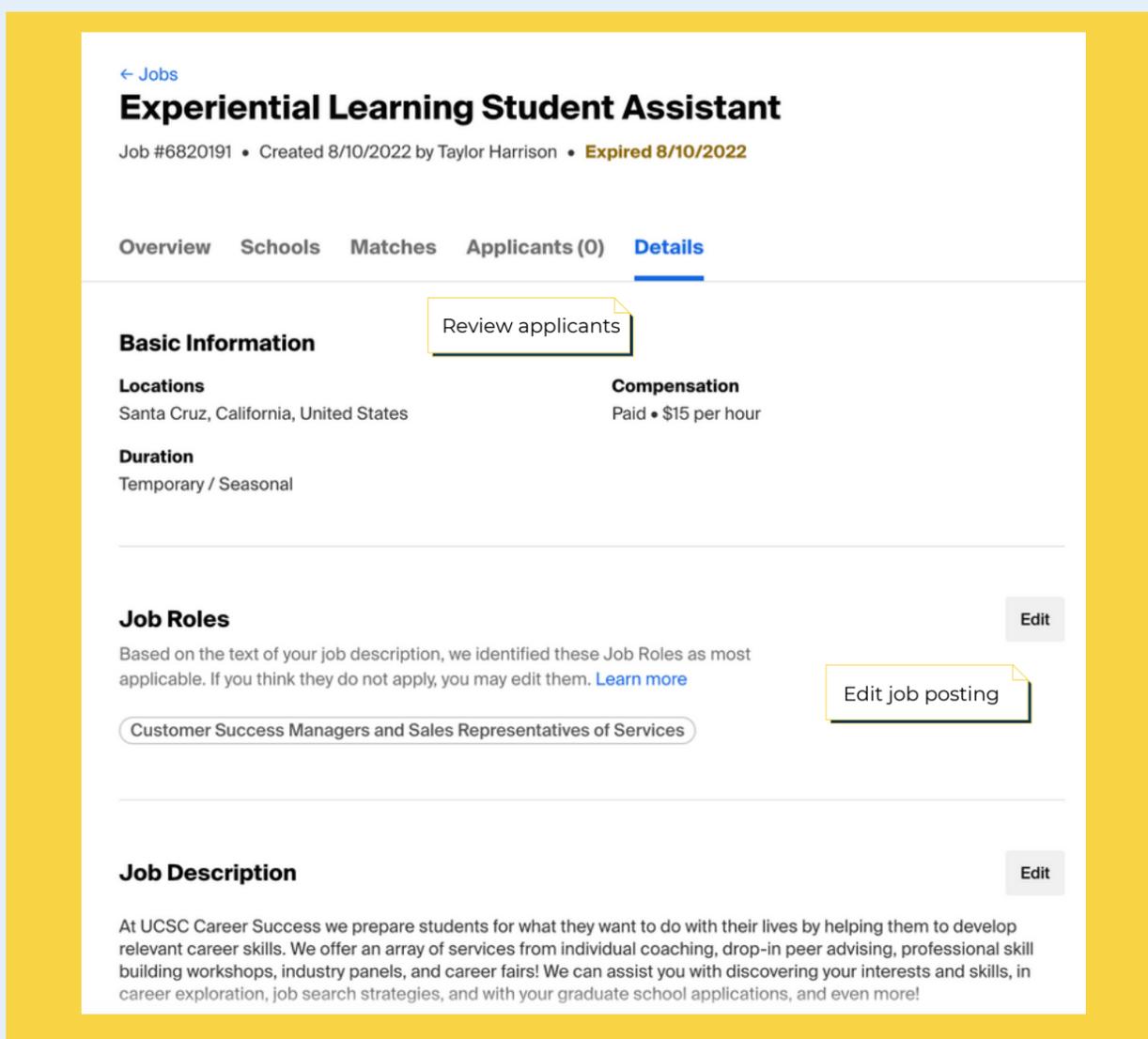
Finally, you will see a preview of your job posting. Click "submit" and your position is now submitted for approval. Approvals typically take 1-2 business days, but may vary depending on the volume of incoming positions.



7

Manage Job Posting

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