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

1. **Basic information**

   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.
Post On-Campus Work-Study Jobs

Example

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.

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

**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

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

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

**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**
- Minimum pay: 15.50
- Maximum pay: 20
- Currency: USD

**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 process

Application open date 2023-09-05
Application close date 2023-09-29

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

On Handshake
Keep all your applications in one place.

How will candidates submit applications?

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

Additional required documents

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

Messaging availability
Give candidates the option to reach out from candidates who will not count.

Feature Taylor Harrison as available for candidate messages

Email settings
Send summary email once application period closes
Send email when a candidate meets qualifications applies
Send email when a candidate applies

Hiring team members (optional)

Choose team member

Veronica Heiskell
Add any team members involved in the application review or recruitment process.

Send summary email once application period closes
Send email when a candidate who meets qualifications applies
Send email when a candidate applies

Save or post job

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

Questions? Contact ucscel@ucsc.edu