CREATE AN ON-CAMPUS WORK-STUDY JOB ON 1910S1940

Click "Post a Job"

Click "Post a Job" to begin.

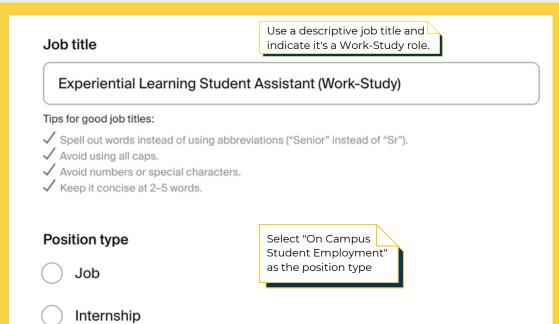
Post a Job	Request an Interview	Create an Event
Jobs	Interviews	Upcoming Events
You have not distributed any jobs to a school yet.	You have not requested any on campus interviews yet.	You have not RSVP'd to any upcoming events.

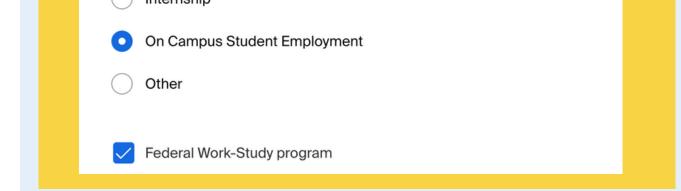
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Basic information

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





Job description

You are <u>required</u> 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 <u>NACE Career Readiness</u> <u>Competencies</u> 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

4 **Location requirements** Select the work modality and city/state location of the job. Location requirements Where should candidates expect to work? ₫ 0 G Onsite Remote Hybrid Employee works in Employee works from Employee works a person from a specific home. combination of onsite location. and remote. **Onsite location** Add the city and state where the job is located. If you're hiring in multiple cities, include them all. Q Santa Cruz, California, United States 🗙

Time	quiromon	to	
	quiremen ould candidates ex		
The most strain	Juid Candidates ex	pect to work:	
©		Q	
Full time		Part time	
30 hours per	week or more	Less than 30 hours per we	ek
Hours (optiona)	hours per week	~
Employment		ampus roles nporary/seasonal _	
	ry or seasonal	Work-Study d for AY 23-24 a 9/23/23-6/13/2	re:
Estimated sta	rt date	Estimated end date	
2023-09-2		₩ 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

RangeCustom rangeUnpaidRateMinimum payMaximum payCurrencyPer hour15.5020USDV			an	d input pay rate	s
	Range	Custom range		Unpaid	
Per hour ✓ 15.50 20 ‡ USD ✓	Rate Minim	um pay Maxim	ım pay	Currency	
	Per hour v 15.	50 20	\$	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", 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 <u>do not</u> 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 sc	hools	
Where would you like	e to post your job?	
Post to specific scho	pols	
	here you are approved. See approvals	and posting permission
Choose from schools w	field you are approved. Oce approvale	
Search by school i		C



Application process

Add information about the application timeline process.

Application process

What's the application timeline and process?

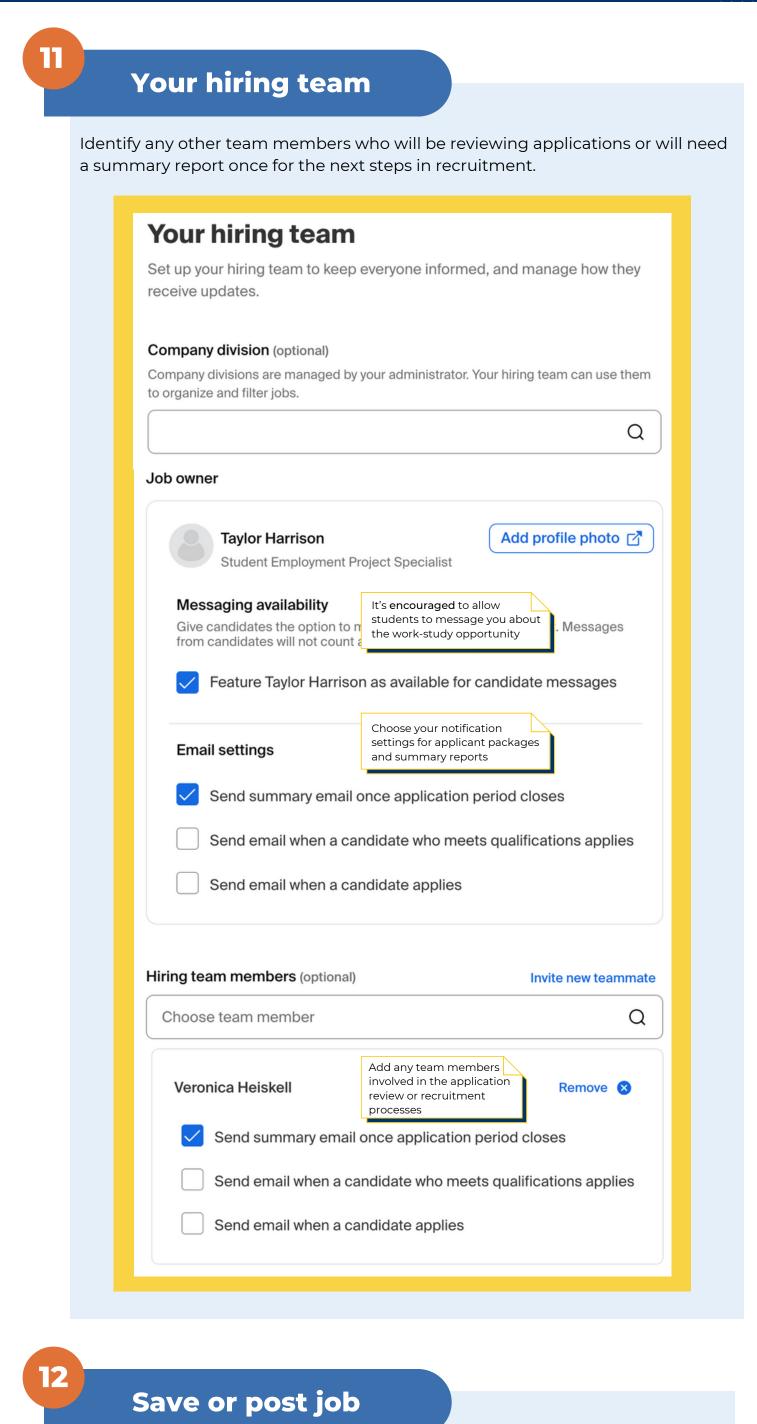
Select dates the application will be open on Handshake

Application open date

Application close date

2023-09-05	Ħ	2023-09-29	Ē
Number of hires	List your estimated number of hires.		
This will not show up	to job seekers.		
1	All applicants are required to apply via Handshake	ons?	
H			
On Handshake		On a separate website	
Keep all your app		Enter a website or Application	nt Tracking
place			
place.		System URL.	
Additional require Handshake p Resume Cover letter Transcript		cuments buld include	
Additional require Handshake p Resume Cover letter	Select all doo students sho	cuments buld include	

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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 <u>ucscel@ucsc.edu</u>