CREATE AN ON-CAMPUS WORK STUDY POSITION ON Handshake

Click “Post a Job”

Once you have created your Handshake employer account and connected to your department, you are now ready to post positions on Handshake. Click “post a job” to post your position.

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**
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**
2022-09-07

**End date**
2023-06-15

**Is this a Work Study job?**
- Yes
- No

If yes, 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 offer 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 Job Details**

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. 

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

2

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

Estimated salary

- Paid
- Unpaid

$ 15 Per hour

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

Job location

Santa Cruz, California, United States

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

Does this position require U.S. work authorization?

- Yes
- No

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.

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

List your estimated number of hires.

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

**School years (Optional)**
- Freshmen
- 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 10 majors selected
- Business, Entrepreneurship & Human Resources - 0 of 24 majors selected
- Civils & 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)**

**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, then complete a brief Hire Request Form. This will be the hiring and onboarding process for the student.

**Important Note:** If you are recruiting both work-study and non-work-study students for a position, you need to post two separate roles. One explicitly for work-study students, the other for non-work-study students.

The best practice for posting two jobs and recruiting simultaneously is to duplicate your job. For more in-depth instructions, please review our PDF and video guides.

**Questions? Contact** ucscel@ucsc.edu