Indicate the position is Work-Study

Job description

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.
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

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**For more information, please review our in-depth guide about [writing effective position descriptions](#).**

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**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 in a combination of onsite and remote.

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
5 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: 2023-09-33
Estimated end date: 2024-06-13

6 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

Range Custom range Unpaid

Rate Minimum pay Maximum pay Currency

Per hour 15.50 20 USD

Select custom range and input pay rates

7 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"
8 Candidate qualifications

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.

9 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.

10 Application process

Add information about the application timeline process.

**Application process**

What’s the application timeline and process?

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

Number of hires:

This will not show up to job seekers.

- 1

How will candidates submit applications?

- On Handshake
- On a separate website

Additional required documents:

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

Select all documents students should include when applying.
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 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 who meets qualifications applies
Send email when a candidate applies

Hiring team members (optional)

Add any team members involved in the application review or recruitment processes.

Veronica Heiskell

Save or post job

Handshake will preview the position and ask to "Save as draft" or "Post job".

Save as draft  Post job  

Questions? Contact ucscel@ucsc.edu

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.

Experiential Learning Student Assistant
Jan 8, 2023