

ON-CAMPUS STUDENT EMPLOYMENT JOB POSTING GUIDE



Career Services

UNIVERSITY OF COLORADO **BOULDER**

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BEFORE YOU GET STARTED, PLEASE NOTE:

Items with an asterisk(*) are the minimum requirements for Equal Pay for Equal Work Act (EPEWA) Compliance.
Example: **JOB TITLE***

POST A JOB IN FIVE STEPS

1

LOG IN TO YOUR HANDSHAKE ACCOUNT

If you don't have an Employer Account, follow the instructions on [Post a Job](#).

2

CLICK ON Create job

Create a job from your individual employer account dashboard.

3

USE TEMPLATE FOR JOB DESCRIPTION

Follow our guide below and utilize our template for writing an effective job description.

4

FILL OUT JOB POSTING DETAILS

Complete the required sections beyond the job description.

5

POST!

Your posting is complete! If you're hiring for multiple roles, you can duplicate a recent job posting and make the necessary updates.

JOB DESCRIPTION*

Job description

Be sure to include specific skills you're looking for, minimum requirements, and expected responsibilities.

[Copy description from existing job](#)

Posting a similar job? Select from your list of created jobs.

Make sure to specify in the qualifications section if the student must have **work-study eligibility to apply**.

Save time with auto-fill! Quickly complete your job posting using details from the job description.

B *I* U **:=** **!=**  

☒  Automatically fill in the rest of this job post using the job description. You'll get to confirm everything's correct before posting.

WHAT TO INCLUDE:

1. JOB SUMMARY

Provide a brief overview of the role and its primary purpose within the organization.

2. RESPONSIBILITIES

Outline key duties and tasks the candidate will be responsible for. Use bullet points for clarity, focusing on the most critical responsibilities.

3. QUALIFICATIONS

Avoid vague terms like 'good fit;' instead, list specific required skills, experiences, or qualifications (e.g., work-study eligibility or school year).

4. HOW TO APPLY AND TIPS

Include application instructions and a list of required documents. Remind students they must verify their [employment eligibility](#) through Form I-9.

OPTIONAL SECTIONS:

1. BENEFITS

Highlight what students will gain by working in your office—professional development, networking, free food, or fun events!

2. PREFERENCES

After the qualifications section, include preferences—skills or traits that are nice to have but not required.

3. SKILLS DEVELOPMENT

Showcase the transferable skills students will gain while working in your office, which they can apply to future roles beyond CU Boulder.

4. STATEMENTS

Include non-discrimination and reasonable accommodation statements, which can be found at the bottom of the [CU Boulder Jobs](#) page.

FOR MORE JOB DESCRIPTION RESOURCES:

Page 12: **Job Description Strategies**

Page 13: **Job Description Template**

JOB TITLE*

TIPS FOR GOOD JOB TITLES:

- Spell out words instead of using abbreviations (“Senior” instead of “Sr”).
- Avoid using all caps.
- Avoid numbers or special characters.
- Keep it concise at 2-5 words.
- Include “intern,” “work-study” and other keywords students are drawn to.
- Be clear and appealing.

Job title

Welcome Desk Assistant

POSITION TYPE

Select: **On Campus Student Employment**

Please **DO NOT** select Work-Study program, even if your position is work-study.

Position type

- ☐ Job
- ☐ Internship
- ☒ On Campus Student Employment
- ☐ Other

☐ Work-Study program

Do not select the ‘Work-study program’ checkbox—it’s not active, and students won’t see the job.

Instead, mention in the job title or description that the position is work-study required or work-study preferred.

LOCATION REQUIREMENTS

Choose up to three options: **Onsite**, **Remote**, and/or **Hybrid**

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.

TIME REQUIREMENTS

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)
 hours per week

Employment duration
☐ Permanent
☒ Temporary or seasonal

Estimated start date
 

Estimated end date
 

[Campus policy](#) limits hourly student employees to a max of 25 hours per week (or 50 hours bi-weekly) during the academic year, including breaks and exam weeks, and 40 hours per week (or 80 hours bi-weekly) in the summer.

Graduate students must follow the Graduate School policy limiting work to 20 hours per week (50% time) during the academic year.

F1 and J1 international students in good standing can work up to 20 hours per week on campus during the academic year.

COMPENSATION*

CU Boulder’s campus minimum wage increased from \$15.00 to \$16.00 per hour on July 1, 2023.

The new minimum wage applies to all campus employees.

Title	Job Code	Pay Range July 2024 to June 2025
Student Assistant I – Entry/Semi-Skilled	4101	\$16.00 to \$32.93
Student Assistant II – Intermediate/Advanced	4102	\$16.85 to \$34.62
Student Assistant III – Specialist/Lead	4103	\$17.69 to \$36.31
Student Assistant IV - Paraprofessional	4104	\$18.54 to \$38.00

The Colorado Equal Pay for Equal Work Act requires all job postings to include the salary or hourly pay range, along with a general description of benefits and other compensation to the hired applicant.

To comply, list the compensation rate or range and any additional benefits. The hired applicant’s pay must fall within the advertised range.

Expected pay

Jobs located in jurisdictions that require a pay range (including jobs performed remotely from those jurisdictions) must include pay on the job post.

Range

Custom range

Unpaid

Rate

Per hour

Minimum pay

16

Maximum pay

16

Currency

USD

Select ‘Custom range’ to enter your pay range.

BENEFITS*

All student employees are eligible for **paid sick leave and parental leave**. Be sure to select these two options.

Benefits (optional)

Medical	Vision	Dental	Paid time off	Paid sick leave
Parental leave	401(k) match	FSA or HSA plans	Life insurance	
Disability insurance	Student loan repayment	Tuition reimbursement		
Relocation assistance	Commuter assistance	Pet insurance		

Perks (optional)

Learning stipend	Home office stipend	Career development
Gym membership		

Additional benefits (optional)

Have more to offer? Add a link to your company benefits page.

<https://www.website.com>

You **must** include the following website link in the additional benefits section to comply with the EPEWA.

cu.edu/employee-services/payroll/self-service/my-leave/healthy-families-and-workplaces-act-2020

CATEGORIZE YOUR JOB

You must select at least 1 and up to 3 groups. Choose the ones closest to the nature of the role—it doesn't have to be an exact match.

Categorize your job

Tell us the type of job you're hiring for by adding job role groups.

Job role groups

Search by job role or job role group. Add up to 3 groups. [Learn more](#) or [request a new job role group](#).

e.g., Accountants, Electricians, Marketing Managers



CANDIDATE QUALIFICATIONS

Work authorization

Don't disclose

For best practices, visit the [Department of Justice's website](#) and our [help article](#) on the impact of work authorization designations across the Handshake network. This section only applies to jobs located in the United States.

- ☐ This job requires US work authorization
- ☒ This job does not require US work authorization

Select 'This job does not require U.S. work authorization' for all on-campus positions, contact studentemployment@colorado.edu if you have questions.

Visit the [ISSS](#) website for more information on hiring international students.

OPTIONAL QUALIFICATION FIELDS

School year (optional)

Freshman Sophomore Junior Senior Masters

Masters of Business Administration Doctorate Postdoctoral Studies

Certificate Program First Year Community / Technical College

Second Year Community / Technical College Alumni

Latest graduation date (optional)

Month Year

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Leave graduation field empty. The law prohibits asking applicants for age, including graduation dates.

Major groups (optional)

Major groups combine related majors from every school on Handshake. [Choose majors by school](#).

General Engineering X Business Administration & Management X

Use major groups to target applicants in specific majors, especially if a major is preferred or required.

Minimum GPA (optional)

Only include if your job has specific requirements.

APPLICATION PROCESS*

The application open and close dates determine how long the job posting will be active.

The Colorado Equal Pay for Equal Work Act (EPEWA) **requires all job postings to include an application deadline, unless applications are accepted year-round for the same position.** If you do not select a close date, Handshake's default is 6-months.

Application process

What's the application window and process?

Application open date

2024-09-15 06:00 AM GMT-6



Application close date

2025-03-15 06:00 AM GMT-6



Application must be posted for at least 3 business days to comply with EPEWA.

Number of hires

This will not show up to candidates.

1

How will candidates submit applications?



On Handshake

Keep all your applications in one place.



On a separate website

Enter a website or Applicant Tracking System URL.

We strongly recommend **using Handshake for applicant submissions**, record storage, and management—it helps minimize email applications and centralize everything in one place.

YOUR HIRING TEAM

Set up your hiring team to keep everyone informed and manage how they receive updates.

Job owner

**Lee Cooper**
University Recruiter [Remove](#)

Messaging availability
Give candidates the option to message you through the job post. Messages from candidates will not count against your message limit.
☐ Feature Lee Cooper 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) [Invite new teammate](#)

Optional: Enable the messaging feature to allow candidates to contact the job owner directly.

Optional: Include hiring team members if desired. This can be external contacts (without a Handshake account).

[Learn more.](#)

POST!

Ensure all details are correct with a final check, then post your job!

Note: All on-campus jobs are reviewed by Career Services and may take up 2 business days to be posted.



One last check

Confirm everything looks good before posting your job to Handshake.

JOB DESCRIPTION STRATEGIES

THINK LIKE A STUDENT

Students like the flexibility of being able to work on campus. What does your office offer that is unique? Why would a student want to work there? Consider the perks of working in your office from a student's perspective.

USE CLARITY

Give students the opportunity to know what to expect. What are the working hours? What tasks will they be doing? What are your expectations?

USE BULLET POINTS

Keep it brief and simple. List only what's necessary and avoid long paragraphs when describing roles. Having trouble? You can use ChatGPT or CoPilot to help generate concise bullet points.

BROADENING OPPORTUNITIES

Avoid excessive qualification demands, as students may hesitate to apply if they don't meet every requirement. Remember, student employment is often their first professional experience.

START WITH ACTION VERBS

Describe the job duties and responsibilities starting with an [action verb](#). This helps students understand how the opportunity aligns with their goals.

JOB DESCRIPTION TEMPLATE

Job Summary:

Join our team at [department/organization] to contribute to [main focus area]. This role offers hands-on experience in [specific skills/field] and provides opportunities for professional growth, including the development of essential skills like [project management, leadership], while supporting our [goals/projects]. This is an excellent opportunity to gain practical experience and further your career in [industry/field].

If this position is an internship or work-study, please clarify here. Specify whether students are paid hourly or via a [stipend](#), including the amount, and any other important details students should know about the job.

Key Responsibilities:

- [Start each task with an active verb: Assist, Manage, Coordinate...].
- [Summarize key duties and responsibilities in 2-3 bullet points].
- [Note if training or mentorship is provided].
- Collaborate with team members on [project/task].
- Maintain accurate records and documentation of [related work].

Qualifications:

Required:

- [List essential skills/requirements, e.g., strong communication, organization].
- [Specify required time commitment or hours per week].
- Ability to work independently and collaboratively with a team.

Preferred:

- [Any additional skills/experience that would be helpful, but not mandatory].

Skills development: This role will allow you to develop essential skills such as:

- [Skill 1] (e.g., project management, leadership)
- [Skill 2] (e.g., communication, data analysis)

To Apply: Please submit the following:

1. [Resume](#) highlighting relevant skills
2. [Cover Letter](#) expressing your interest
3. Document that includes your availability for working in fall/spring and days and times you can interview