ON-CAMPUS STUDENT EMPLOYMENT JOB POSTING GUIDE



TABLE OF CONTENTS

Post a Job in Five Steps	3
Job Description*	4
Job Title*	5
Position Type	5
Location and Time Requirements	6
Compensation*	7
Benefits*	8
Categorize Your Job	9
Candidate Qualifications	9
Application Process*	10
Your Hiring Team	11
Post!	11
Job Description Strategies	12
Job Description Template	13

BEFORE YOU GET STARTED, PLEASE NOTE:

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

Copy description from existing job

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





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

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.

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.

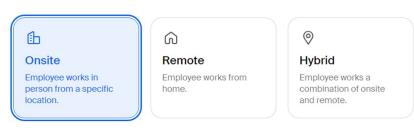
Position type	
Job	
Internship	Do not select the 'Work-study program'
On Campus Student Employment	checkbox—it's not active, and students won't see the job.
Other	Instead, mention in the job title or description that the position is work-study required or
Work-Study program	work-study preferred.

LOCATION REQUIREMENTS

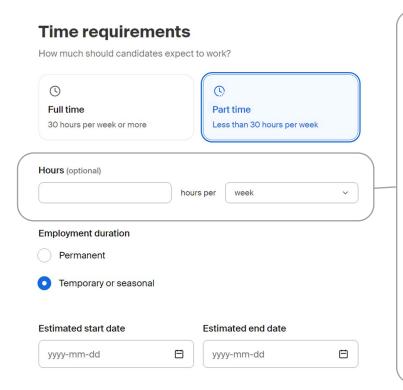
Choose up to three options: Onsite, Remote, and/or Hybrid

Location requirements

Where should candidates expect to work?



TIME REQUIREMENTS



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 \$16.00 to \$16.82 per hour on July 1, 2025.

The new minimum wage applies to all on-campus student employees.

Title	Job Code	Pay Range July 2025 to June 2026
Student Assistant I – Entry/Semi-Skilled	4101	\$16.82 to \$33.70
Student Assistant II – Intermediate/Advanced	4102	\$17.60 to \$35.40
Student Assistant III - Specialist/Lead	4103	\$18.40 to \$37.00
Student Assistant IV - Paraprofessional	4104	\$19.20 to \$38.70

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.



BENEFITS*

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



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

https://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 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 guestions.

Visit the <u>ISSS</u> website for more information on hiring international students.

OPTIONAL QUALIFICATION FIELDS

School year (optional)

	ninistration	Doctorate	Postdoctoral Studie	•
Certificate Program	First Year Comr	munity / Techr	nical College	
Second Year Community	/ Technical Col	lege Alur	mni	
atest graduation date	(optional)			
fonth		Year		
220	~			~
Major groups (optional)				
fajor groups combine relat y school.	ted majors from	every school	on Handshake. Choos	e major
				0
				ч

Only include if your job has specific requirements.

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

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

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 must be posted for at least 3 business days to Application close date comply with EPEWA. 2025-03-15 06:00 AM GMT-6 Number of hires This will not show up to candidates. 1 We strongly recommend using Handshake for applicant **submissions**, record storage, How will candidates submit applications? and management—it helps Н minimize email applications On Handshake On a separate website and centralizes everything in Keep all your applications in one Enter a website or Applicant Tracking

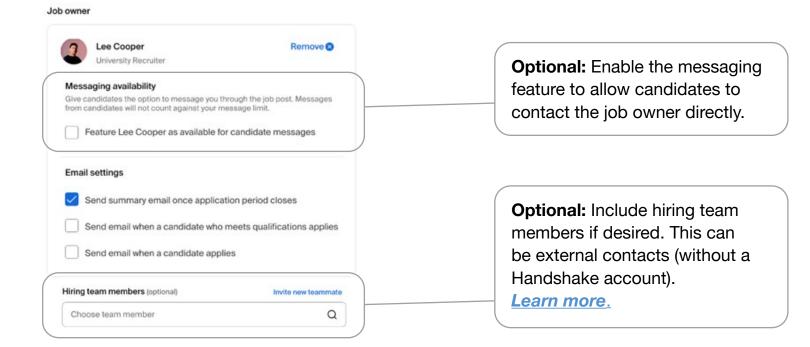
System URL.

place.

one place.

YOUR HIRING TEAM

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



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.



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 <u>action verb.</u>
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 <u>stipend</u>, 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