## ON-CAMPUS STUDENT EMPLOYMENT JOB POSTING GUIDE



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## **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

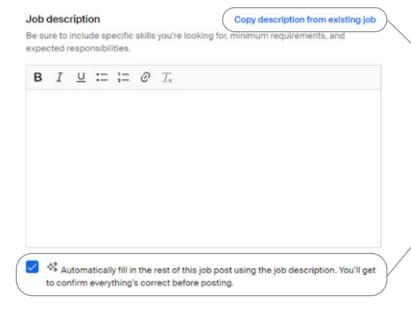
Complete the required sections beyond the job description.

# 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\***



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. SKILLS DEVELOPMENT

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

#### **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. LEARNING OUTCOMES

Consider adopting campuswide <u>student employment</u> <u>learning outcomes</u> in your job description

#### 4. STATEMENTS

Include non-discrimination and reasonable accommodation statements, which can be found at the bottom of the <u>CU Boulder Jobs</u> 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.
- If you would like to use a working title of "intern," please use this checklist to confirm that the position qualifies.
- Be clear and appealing.
- If the position is work-study required, include "(Work-Study)" in the job title.

Job title	
Welcome Desk Assistant	

## **POSITION TYPE**

Select: On Campus Student Employment

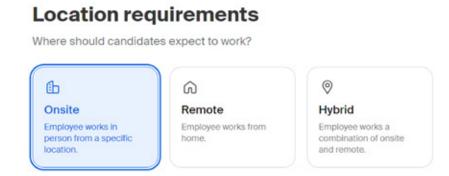
Posi	ition type
$\bigcirc$	Job
0	Internship
0	On Campus Student Employment
$\bigcirc$	Other
	Work-Study program

Do not select the 'Internship' checkbox, even if you are using a working title of "intern." All positions should select 'On Campus Student Employment.' If you would like to use a working title of "intern," please use this checklist to confirm that the position qualifies.

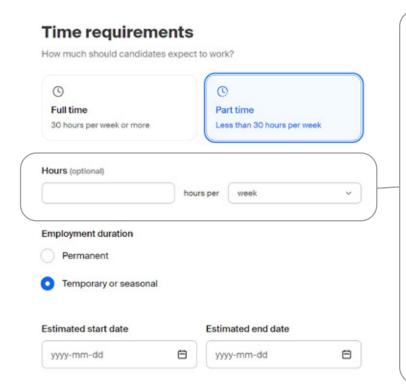
Do not select the 'Work-study program' checkbox, even if the position is work-study. This box is not active, and students won't see the job. Instead, mention in the job title or description that the position is work-study required or work-study preferred.

## **LOCATION REQUIREMENTS**

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



## 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.

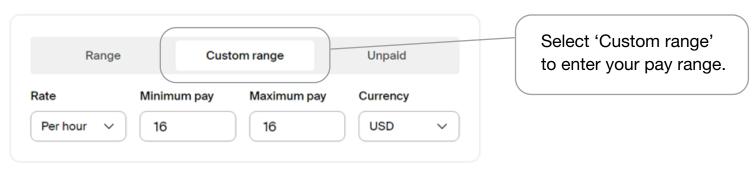
Title	Job Code	Pay Range July 2025 to June 2026
Student Assistant I – Entry/Semi-Skilled	4101	\$16.82 to \$33.70
Student Assistant II – Intermediate/Advanced	4102	\$17.60 to \$35.40
Student Assistant III - Specialist/Lead	4103	\$18.40 to \$37.00
Student Assistant IV - Paraprofessional	4104	\$19.20 to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

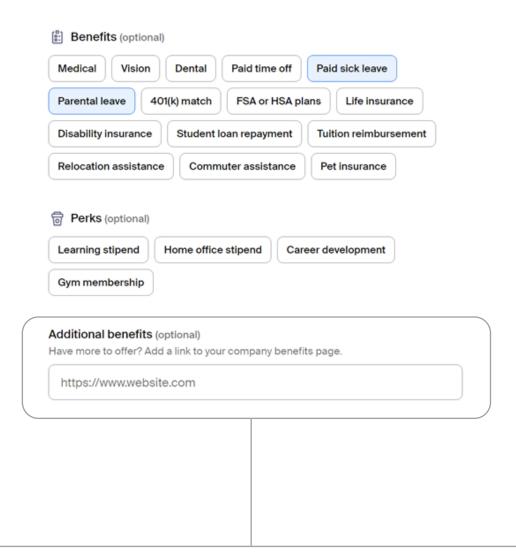
#### Expected pay

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://www.cu.edu/employee-services/leave-0

## **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 questions.

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

## **OPTIONAL QUALIFICATION FIELDS**

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	
	•
Major groups (optional)  Major groups combine related majors from every school on Handshake. Choose major by school.	ors
Q	
General Engineering X Business Administration & Management X	
Minimum GPA (optional)	

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.

School year (optional)

Only include if your job has specific requirements.

## **APPLICATION PROCESS\***

Keep all your applications in one

place.

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 $\Box$ 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 $\Box$ Number of hires This will not show up to candidates. 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

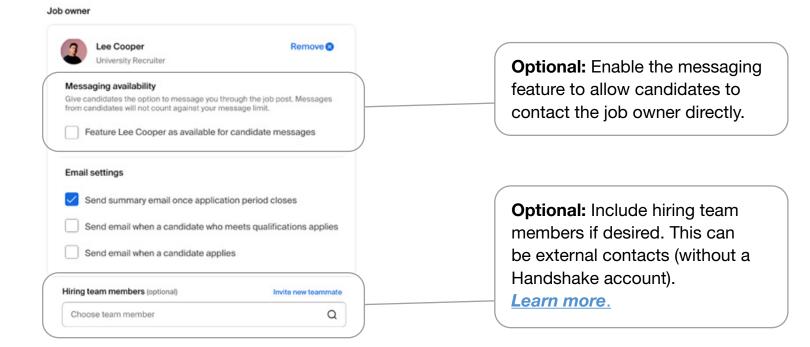
one place.

Enter a website or Applicant Tracking

System URL.

## **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 <a href="essential skills">essential skills</a> like [teamwork, communication, 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].
- Example: Collaborate with team members on [project/task].
- Example: Maintain accurate records and documentation of [related work]

#### **Qualifications:**

#### Minimum:

- [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].

#### **Learning Outcomes and Skill Development**

By the end of this position, you will have learned how to:

#### And you will develop in the following transferable skills:

Student employment is committed to connecting students with purposeful on-campus positions that help cultivate the professional skills today's workforce demands. Please include clear learning outcomes and key skills students can expect to develop. See the <u>campuswide student employment learning outcomes</u> and the <u>top 10 foundational skills</u> for examples of what to include in this section.

#### **To Apply:** Submit the following via Handshake:

- 1. Resume highlighting relevant skills
- 2. Cover Letter expressing your interest
- 3. Your availability for the fall/spring semester

Students are encouraged to reach out to <u>Career Services</u> for assistance with <u>resumes</u> or <u>cover</u> <u>letters</u>, <u>job search strategies</u> or <u>interview preparation</u>.

View more sample job descriptions.