



STUDENT EMPLOYMENT

HANDSHAKE JOB PROFILE TEMPLATE

What information do I need in order to post an on-campus student employment job in Handshake? See below:

1. Where should students submit their application?

- a. Apply in Handshake
- b. Apply through external system

2. Job Title

3. Employer (College/School Name)

4. Display your contact information to students?

- a. Name only
- b. Don't show my info

5. Job Type – can only select one option

- a. Internship
- b. Cooperative Education
- c. Experiential Learning
- d. On Campus Student Employment
- e. Fellowship
- f. Graduate School
- g. Job
- h. Volunteer

6. Employment Type – can only select one option

- a. Full-Time
- b. Part-Time

7. Duration – can only select one option

- a. Permanent
- b. Temporary/Seasonal

8. Is this a Work-Study job? – can only select one option

- a. Yes
- b. No

9. Apply Start Date – click calendar icon to select

10. Expiration Date – click calendar icon to select

11. Job Description – can copy and paste – we'll retain all the formatting

12. Job Role(s) –

- **Job roles are search facets for students who are looking for a certain type of work. Your selection(s) will help the students interested in these roles find your jobs.**

13. How many students do you expect to hire for this position? – select from drop-down menu

14. Approximate Salary – select paid or unpaid

- a. Type in wage/salary and select per hour, per year, or per month from the drop-down menu

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studentemployment@uta.edu



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8 TIPS TO WORK REMOTELY

15. Job Location

16. Does this position require U.S. work authorization?

- a. Yes
- b. No

17. Eligibility for international students (non-US citizens or perm. Residents). Would you sponsor a work visa for the right candidate?

- a. Yes
- b. No

18. Are you willing to hire candidates that are temporarily authorized to work for a defined period in their field of study? (e.g. for a job / internship under OPT/CPT)

- a. Yes
- b. No

19. School Years (optional)

- a. Freshman
- b. Sophomore
- c. Junior
- d. Senior
- e. Masters
- f. Doctorate
- g. Alumni
- h. Postdoctoral Studies
- i. Master of Business Administration

20. Required Documents

- a. Resume
- b. Cover Letter
- c. Transcript
- d. Other Document (e.g. work sample, course schedule, or other misc. documents)

21. Minimum GPA (optional)

22. Major Categories (optional)

23. Graduation Date Range (optional) – select from drop down menu

24. Resume Collection Preference

- a. Email a summary of all applicants once my job expires
- b. Email every time a new student applies
 - i. Send all applicants
 - ii. Only send applicants who match all preferences

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