

Creating a Job on Handshake & Job Description Examples

Handshake Fields	Work- Study Position
<p>Job Description:</p>	<p>Job Description: Level up your career with us! Join the internship team and enhance your leadership, problem-solving, communication, confidence, teamwork, and critical thinking skills. Become a mentor to fellow students by raising awareness about internships, assisting with application document reviews, and providing continuous guidance throughout the internship process</p> <ul style="list-style-type: none"> • Providing primary résumé assistance to visitors • Daily operations of the resource area, including cataloging, handout duplication, and re-shelving of resources • Carrying out front desk duties: answering telephones and greeting customers • Instruct students on how to use the career center’s Handshake and other career development online tools. <p>Qualifications:</p> <ul style="list-style-type: none"> · Maintain a grade point average of 3 · No previous work experience necessary <p>Preferred: Be available to work for at least three semesters (summer semesters included)</p> <p>Other requirements:</p> <ul style="list-style-type: none"> · Occasional evening and weekend work required <p>MUST BE FINANCIAL AID WORK STUDY ELIGIBLE * * * * *</p> <p>WORK-STUDY QUALIFICATIONS To apply to a work-study position, a student must:</p> <ul style="list-style-type: none"> - have applied for Financial Aid - be enrolled full-time - maintain a 2.0 GPA minimum - have need available <p>Please contact the Financial Aid Office for additional information at 747-5204. * * * * *</p> <p>*****This offer of employment is contingent upon the satisfactory outcome of your criminal background check. In accordance with the university guidelines. You will be required to complete forms and submit documentation establishing your eligibility to work in the United States within the first three (3) days of your employment.*****</p> <p><i>The University of Texas at El Paso is an Equal Opportunity/Affirmative Action employer. The University does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, genetic information, veteran status, sexual orientation, or gender identity in employment or the provision of services in accordance with state and federal law. Discrimination on the basis of sex includes an employee's or prospective employee's right to be free from sexual harassment under Title IX of the Higher Education Amendments of 1972.</i></p> <p>*****This offer of employment is contingent upon the satisfactory outcome of your criminal background check and obtaining a personnel security clearance, in accordance with the university guidelines and grant/contract requirements. You will</p>

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Location Requirements:	Onsite
Onsite Location:	El Paso, Texas
Job Title:	Work-Study Employer Relations Assistant
Position Type:	On Campus Student Employment
Work- Study Program:	Yes
Time Requirements:	Part-time
Hours:	19 hours per week
Employment Duration:	Temporary
Estimated Start Date:	Insert DATE
Estimated End Date:	INSERT DATE
Expected pay:	Exact Amount: \$10/hr.
Additional Compensation:	Leave Blank
Benefits:	Leave Blank
Perks:	Leave Blank
Additional Benefits:	Leave Blank
What You're Looking For:	Add up to 7 skills: Creative, Communication, Problem Solving, Critical Thinking, Social Media Content Creation, Teamwork
School Year:	Freshman, Sophomore, and Juniors
Latest Graduation Date	Blank
Major Groups:	Blank
Minimum GPA:	3
Job Role Groups:	Office and Administrative Support Worker
Choose Schools:	The University of Texas at El Paso
Application Open Date:	Insert Date
Application Close Date:	Insert Date
Number of Hires:	1
How will Candidates submit applications:	On Handshake
Additional Required Documents on Handshake:	Resume, Cover Letter, Transcript
Company Division:	Blank
Email Settings:	Send an email when a candidate who meets the qualifications applies
POST JOB	

SAMPLE

Handshake Fields	Student Employment/Hourly
Job Description:	<p>Job Description: Level up your career with us! Join the Union Services Team.</p> <ul style="list-style-type: none"> • Greet all visitors with a smile. Assist customers in their needs/requests. If needed direct them to the proper locations as needed or escort them to their destination • Handle all phone calls in a professional and timely manner, take messages and direct calls to appropriate staff or department as necessary • Provide specific information regarding Union Services and campus event • Represent Union Services during all events by guiding event attendees to event location • Other duties as assigned <p>Qualifications:</p> <ul style="list-style-type: none"> · Maintain a grade point average of 2 · No previous work experience necessary <p>Other requirements:</p> <ul style="list-style-type: none"> · Occasional evening and weekend work required <p>*****This offer of employment is contingent upon the satisfactory outcome of your criminal background check. In accordance with the university guidelines. You will be required to complete forms and submit documentation establishing your eligibility to work in the United States within the first three (3) days of your employment.***** <i>The University of Texas at El Paso is an Equal Opportunity/Affirmative Action employer. The University does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, genetic information, veteran status, sexual orientation, or gender identity in employment or the provision of services in accordance with state and federal law. Discrimination on the basis of sex includes an employee's or prospective employee's right to be free from sexual harassment under Title IX of the Higher Education Amendments of 1972.</i></p> <p>*****This offer of employment is contingent upon the satisfactory outcome of your criminal background check and obtaining a personnel security clearance, in accordance with the university guidelines and grant/contract requirements. You will be required to complete forms and submit documentation establishing your eligibility to work in the United States within the first three (3) days of your employment.*****</p>
Location Requirements:	Onsite
Onsite Location:	El Paso, Texas
Job Title:	Union Services Student Assistant
Position Type:	On Campus Student Employment
Work- Study Program:	Leave Blank
Time Requirements:	Part-time
Hours:	19 hours per week
Employment Duration:	Temporary
Estimated Start Date:	INSERT DATE
Estimated End Date:	INSERT DATE
Expected pay:	Exact Amount: \$10/hr.
Additional Compensation:	Leave Blank
Benefits:	Leave Blank

Perks:	Leave Blank
Additional Benefits:	Leave Blank
What You're Looking For:	Add up to 7 skills Communication, problem-solving, Critical Thinking, Leadership, Customer Service, Teamwork
School Year:	Freshman, Sophomore, juniors, and Seniors
Latest Graduation Date	Blank
Major Groups:	Blank
Minimum GPA:	2
Job Role Groups:	Office and Administrative Support Worker
Choose Schools:	The University of Texas at El Paso
Application Open Date:	Insert Date
Application Close Date:	Insert Date
Number of Hires:	1
How will Candidates submit applications:	On Handshake
Additional Required Documents on Handshake:	Resume & Cover Letter & Official Transcript
Company Division:	Blank
Email Settings:	Send an email when a candidate who meets the qualifications applies
POST JOB	

SAMPLE

Handshake Fields	Graduate Assistant
<p>Job Description:</p>	<p>Job Description:</p> <p>The Brief Alcohol Screening and Intervention for College Students (BASICS) is a student-centered program that focuses on assisting students with making informed choices about alcohol to ensure they have personal and academic success at The University of Texas at El Paso.</p> <p>Major Duties:</p> <ol style="list-style-type: none"> 1. Utilize the Brief Alcohol Screening and Intervention for College Students (BASICS) program model, conduct group and subsequent individual motivational interviewing sessions with students who violate alcohol policy, are referred by administrative staff, or refer themselves to the BASICS program 2. Monitor and assist with maintenance of BASICS Feedback, the online web-based platform used to assist in administering BASICS; including updating training materials when appropriate 3. Attend and participate in weekly BASICS supervision and team meetings 4. Perform basic clerical and administrative tasks as assigned <p>Qualifications:</p> <ul style="list-style-type: none"> • Bachelor’s degree in health education, psychology, social work, or other closely related field • Currently enrolled in a UTEP graduate program at the level and criteria for graduate assistantship eligibility • Excellent communication and organizational skills • Ability to work independently and take initiative <p>Desired Qualifications</p> <ol style="list-style-type: none"> 1. Experience working with college-aged populations 2. Experience in working with populations with substance abuse-related issues 3. Knowledge of Motivational Interviewing techniques preferred <p>*****This offer of employment is contingent upon the satisfactory outcome of your criminal background check. In accordance with the university guidelines. You will be required to complete forms and submit documentation establishing your eligibility to work in the United States within the first three (3) days of your employment.*****</p> <p><i>The University of Texas at El Paso is an Equal Opportunity/Affirmative Action employer. The University does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, genetic information, veteran status, sexual orientation, or gender identity in employment or the provision of services in accordance with state and federal law. Discrimination on the basis of sex includes an employee's or prospective employee's right to be free from sexual harassment under Title IX of the Higher Education Amendments of 1972.</i></p> <p>*****This offer of employment is contingent upon the satisfactory outcome of your criminal background check and obtaining a personnel security clearance, in accordance with the university guidelines and grant/contract requirements. You will</p>

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Location Requirements:	Onsite
Onsite Location:	El Paso, Texas
Job Title:	Union Services Student Assistant
Position Type:	On Campus Student Employment
Work-Study Program:	Leave Blank
Time Requirements:	Part-time
Hours:	19 hours per week
Employment Duration:	Temporary
Estimated Start Date:	INSERT DATE
Estimated End Date:	INSERT DATE
Expected pay:	Exact Amount: \$12/hr.
Additional Compensation:	Leave Blank
Benefits:	Leave Blank
Perks:	Leave Blank
Additional Benefits:	Leave Blank
What You're Looking For:	Add up to 7 skills Communication, problem-solving, Critical Thinking, Leadership, Customer Service, Teamwork
School Year:	Masters & Doctorate
Latest Graduation Date	Blank
Major Groups:	Social Sciences
Minimum GPA:	2
Job Role Groups:	Office and Administrative Support Worker
Choose Schools:	The University of Texas at El Paso
Application Open Date:	Insert Date
Application Close Date:	Insert Date
Number of Hires:	1
How will Candidates submit applications:	On Handshake
Additional Required Documents on Handshake:	Resume & Cover Letter
Company Division:	Blank
Email Settings:	Send an email when a candidate who meets the qualifications applies
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SAMPLE

Handshake Fields	Graphic Design Intern
Job Description:	<p>Job Description:</p> <ul style="list-style-type: none"> • Conduct software workshops on designated programs such as Photoshop or Illustrator • Creating digital and print advertising media to promote new and current technology services to campus users • Distributing and posting web ads, videos, graphics, multimedia presentations, flyers, and posters • Promoting technology services such as workshops, printing, and events for students & faculty • Conduct promotional activities such as booths at events, handing out flyers, conducting campus surveys <p>Qualification:</p> <ul style="list-style-type: none"> • Must be undergraduate in the major in which graphic design is a part of the program • Must be taking at least 12 hours each spring and fall semester • Must not be graduating before May 20XX • Must be experienced in and technically proficient in graphic design using Photoshop and Illustrator (must provide examples at interview) <p>*****This offer of employment is contingent upon the satisfactory outcome of your criminal background check. In accordance with the university guidelines. You will be required to complete forms and submit documentation establishing your eligibility to work in the United States within the first three (3) days of your employment.*****</p> <p><i>The University of Texas at El Paso is an Equal Opportunity/Affirmative Action employer. The University does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, genetic information, veteran status, sexual orientation, or gender identity in employment or the provision of services in accordance with state and federal law. Discrimination on the basis of sex includes an employee's or prospective employee's right to be free from sexual harassment under Title IX of the Higher Education Amendments of 1972.</i></p> <p>*****This offer of employment is contingent upon the satisfactory outcome of your criminal background check and obtaining a personnel security clearance, in accordance with the university guidelines and grant/contract requirements. You will be required to complete forms and submit documentation establishing your eligibility to work in the United States within the first three (3) days of your employment.*****</p>
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Position Type:	On Campus Student Employment
Work-Study Program:	Leave Blank
Time Requirements:	Part-time
Hours:	19 hours per week
Employment Duration:	Temporary
Estimated Start Date:	INSERT DATE
Estimated End Date:	INSERT DATE
Expected pay:	Exact Amount: \$10/hr.
Additional Compensation:	Leave Blank

Benefits:	Leave Blank
Perks:	Leave Blank
Additional Benefits:	Leave Blank
What You're Looking For:	Add up to 7 skills Communication, problem-solving, Critical Thinking, Leadership, Customer Service, Teamwork
School Year:	Masters & Doctorate
Latest Graduation Date	Blank
Major Groups:	Art
Minimum GPA:	2
Job Role Groups:	Office and Administrative Support Worker
Choose Schools:	The University of Texas at El Paso
Application Open Date:	Insert Date
Application Close Date:	Insert Date
Number of Hires:	1
How will Candidates submit applications:	On Handshake
Additional Required Documents on Handshake:	Resume & Cover Letter
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Email Settings:	Send an email when a candidate who meets the qualifications applies
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