Best Practices for Posting Student Work Positions

- **Post the position on Handshake.** Posting your open position allows all Reed College students to see and apply for your position if they meet the parameters set by you (major, year, etc.) Having all jobs posted in one place provides fair and equal access to job opportunities for students.

- **Leave the position open for a reasonable amount of time.** Make sure that the posting is up for long enough that a student has time to see it, prepare materials, have them looked over, and submit their application. Students applying for jobs for the first time may seek the assistance of the Center for Life Beyond Reed for their resumes and cover letters.

- **Avoid leaving postings open for the entire school year.** Leaving postings open for the entire year and hiring from the applicant pool as needed doesn’t give students a clear idea of whether or not a position is actually open. It is easy to take job postings down (Handshake calls this “expiring”) and re-post them later in Handshake when you have an open position.

- **Be specific about start dates, hours, and shifts.** Being specific about when the student will need to be available to work makes it easier for students to apply only to jobs that they know will work with their class schedule. This also helps the office hiring to avoid offering positions to candidates who wouldn’t be able to take the job due to scheduling conflicts.

- **Encourage students to visit the Center for Life Beyond Reed for their applications.** Posting a note about this in your job description or application instructions can help guide students to this resource.

- **Avoid jargon and acronyms.** New students and students who have not interacted with your office may not know what an acronym or industry-specific word means.
Position Basics in Handshake
Making the correct selections in Handshake will ensure that students can find the position easily when searching for on-campus student work positions.

Create a Job Title that students can easily understand:
- Avoid acronyms
- Be descriptive

Decide if you would like students to submit applications through Handshake or an outside application

This will display the account user’s name on the posting

Select “On Campus Student Employment”

Select “Part-Time”

Decision if your position is temporary (set duration) or permanent

Work Study: Select “No”

Reed College Student Work Office
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Job Description Guidelines
(This is written in the “Details” section when posting on Handshake)

Purpose/Role of the Position:
What purpose does this position serve in your office? How could it be described in a few sentences?

Duties and Responsibilities:
List the specific duties and responsibilities essential to this position. Use active verbs and be as specific as possible.
Examples:
- Assist with answering phones and responding to email correspondence from students and families
- Create and update marketing materials for the office
- Enter office data using Microsoft Excel
- Greet guests in the office, answer questions, and direct to proper resources
- Provide one-on-one and group tutoring for students in a variety of Math courses
- Plan and execute team-building activities for groups of 10-15 students

Qualifications for the Position:
What are the necessary qualifications for being hired for this position?
For example: Math major, GPA of 3.0, sophomore status, experience with Microsoft Excel.

Length of Employment:
How long will the student hold the position? Being specific helps students to apply only for positions that fit with their schedule.
For example: One semester only, during academic semesters, May-September.

Hours/Week:
How many hours per week can the student expect to work in this position?

Shifts:
When will the student worker hours generally occur? If hiring for specific shifts, this should note what times the student must be available for. Being specific here will help you to get applicants whose schedules fit with your needs.
For example: Mondays and Wednesdays 1-5pm, or all shifts are between 5pm-10pm.

Required Trainings (if applicable):
Are there any required trainings the student must attend outside of regular work hours?
For example: Mandatory training the week before Orientation.

Evaluation Procedures and Schedules:
When and how will a student worker be evaluated?
For example: Student workers participate in a performance evaluation meeting with their supervisor once per semester.

Name of Supervisor:
Name of the position’s supervisor in HireEm.