# Student Assignment Job Description Guideline with Career Competencies

## Basics
1. **Where to Apply**
   - Apply in Handshake (common) or Apply through external Applicant Tracking System (ATS).
2. **Job Title**
   - Descriptive title of work to be performed
3. **Company Division**
   - Select your division from the drop-down menu, if applicable (Optional - not common)
4. **Job Type**
   - On Campus Student Employment only
5. **Employment Type**
   - Part-Time Only
6. **Duration**
   - Temporary/Seasonal only
7. **Start Date**
   - Please list date you would like applicant to begin working
8. **Work Study Job**
   - If either yes or no, add language in “Description” section. No need to post position twice.

## Details
9. **Description**
   - This section can be pasted into Handshake from another source
   - **NOTE:** This section must include the following:
     - Job Description – must include a minimum of three bullet points
     - Responsibilities
     - Hourly Pay Rate – include range if all employees do not start at same rate
     - Benefit information
     - Number of Openings
     - Start Date
     - Background Check
   - **Job Description:** Please provide a thorough description of the position and ideal candidate. Example:
     - Seeking a self-motivated, multi-tasking, organized, student employee who can demonstrate verbal and written communication skills.
     - May work up 10-15 hrs/week, must be available M – F from 10 a.m. and 2 p.m.
     - Must be willing to work during fall and spring semester.
   - **Job Duties/Responsibilities:** Include the scope of the responsibilities required and Identify the associated career competency (please see the 10 CSU Career Competencies on page 2). Example:
     - Serve as a front desk member, answering phones, and greeting people as they walk in. V/WC
     - Use Microsoft Excel to compile data. DP
     - Maintain confidentiality, be punctual, and communicate changes in work schedule. PA
     - Prioritize responsibilities to meet deadlines with successful completion of work. Ability to work inclusively in a diverse setting. L, TW
   - **Required Skills** – List the minimum skills the applicant must have to be considered for the position
     - Example - Proficient with Microsoft Excel - DP
   - **Preferred Skills** – List the skills and abilities an ideal candidate would possess
     - Example - Work independently and efficiently; use available resources to direct guests. CT
   - **Work-study Only Positions:** These postings must include “This is a work-study position; applicant must be eligible for work-study to apply.”
   - **Hourly Pay Rate:** Must list range if not all employees start at the same rate
   - **Benefit Information:** Employee Benefit information can be found on HR’s Website.
   - **Number of Openings:** Number of students you want to hire
   - **Start Date:** Expected start date; Please include any required trainings
   - **Background Check Language:** All postings must include “Colorado State University may conduct background checks on all final candidates.”
10. **Job Roles**
    - Select from drop down menu in Handshake. A full list can be found in help center.
11. **# of Openings**
    - Number of students you would like to hire for position
12. **Salary & Benefits**
    - Hourly pay rate needs to be listed and must accurately reflect the duties and responsibilities of the position. Please refer to the CSU Career Center Website; Employer Resource Section for updated student job categories information.
13. **Job Location**
    - Enter city, state of job. If multiple locations, + add another location
14. **Required Documents**
    - You may request resumes, cover letters, class schedules, etc.
15. **Preferences**
    - Optional categories for you to target your job description. You can select preferred graduate date ranges, school years, GPA, or major categories.
16. **Schools**
    - Search for “Colorado State University” only
17. **Apply Start/Expiration Date**
    - Job(s) must be posted for a minimum of 3 days
10 Career Competencies

1. **Digital Proficiency (DP):** Use technology to communicate, problem-solve, and complete tasks in a responsible manner.

2. **Verbal & Written Communication (V/WC):** Respond to needs of diverse audiences through flexible writing and speaking methods. Develop ideas through written and oral forms of expression.

3. **Personal Accountability (PA):** Demonstrate integrity, honesty, dependability, responsibility; accepts guidance and develops effective work habits.

4. **Inclusive Teamwork (TW):** Join with individuals and teams from diverse backgrounds to pursue a common goal. Often requires negotiating and managing conflict.

5. **Leadership (L):** Definitions will vary based on context. Can include; situational judgment, informed risk taking, resiliency to challenges, motivate and encourage participation to work towards a shared purpose and vision.

6. **Creativity (C):** Challenge existing ideas in creative ways to develop new possibilities. Often requires informed risk taking.

7. **Career Development (CD):** Access information and opportunities for career exploration; understand and articulate the important of transferable skills in the job search process.

8. **Critical Thinking/Problem Solving (CT/PS):** Identify important problems and questions, then gather, analyze, and evaluate information from diverse sources before forming a strategy, decision, or opinion.

9. **Self-Reflection (SR):** Evaluate, understand, and communicate personal skills and abilities; learns from past mistakes through feedback to become more flexible and gain new insights/understandings.

10. **Global Context (GC):** Demonstrate an understanding of diverse people, cultures, and systems; understand actions have local and global implications for the future.