

STUDENT EMPLOYEE **HANDSHAKE JOB POSTING GUIDE**



CAREER CENTER
COLORADO STATE UNIVERSITY

Purpose of Guide

The guide is meant to provide campus employers with required components & best practices of a student employee job description

Who Do I Contact?

Contact career_campusemp@colostate.edu for questions

[Link to Instructions to Post a Job on Handshake](#)

Handshake

ALL JOBS MUST BE POSTED IN HANDSHAKE
THIS IS **NOT** A TEMPLATE TO POST

Where should students submit their application? *

- Do students apply in Handshake? If so, choose “**Apply in Handshake**”
- Do students apply through an external application? If so, choose “**Apply through external system**”

Job Title *	
Job Type *	Choose On Campus Student Employment
Employment Type *	Choose Part-Time
Duration *	Choose Seasonal <ul style="list-style-type: none"> • Choose anticipated Start Date • End Date is OPTIONAL if known
Is this a Work Study Job *	Is your position work-study eligible? If so, choose Yes
Are you open to speaking with interested candidates? *	Choose Yes or No based on your preference. Provide necessary information.

SPECIFIC LANGUAGE REQUIREMENTS FOR **DESCRIPTION**

This section requires specific language to get approved. If this information is not included, the job will be declined.

EXAMPLE 1

Student Employee Development Specialist

Position Summary

The Experiential Learning Specialist is responsible for advancing training programs and events for student employee & internship development across the University. This includes working with the Student Employee Development Coordinator and Internship Development Coordinator to create & facilitate trainings and resources for supervisors and students.

Starting Hourly Pay Rate

\$14.50

Number of Openings

2

Anticipated Start Date

August 14, 2023

Anticipated Weekly Hours

10 – 20

Required Job Qualifications

- Committed to the growth and development of yourself and others
- Values and prioritize attention to detail

Preferred Job Qualifications

- Working knowledge of Microsoft Office programs; Word, Excel, PowerPoint.

Essential Duties

- Create training content and resources (e.g., curriculum, development tools).
- Develop, execute, and maintain program marketing campaigns.
- Apply and interpret assessment tools to measure training and program effectiveness such as surveying participants and reporting on learning outcomes.
- In collaboration with the Experiential Learning Team, develop new resources to help students navigate campus employment and internship opportunities.
- Assist at Career Center events and programs as needed, including career fair(s) held each semester.
- Collaborate with Career Center Staff and campus partners and other key internal stakeholders regarding student employee & internship development and training needs.
- Engage in weekly coaching meetings with your supervisor, scheduled around academic commitments.
- Participate in staff and career development trainings and activities provided by the Career Center.
- Handle logistics for training activities including online and on-campus sessions, serving as a co-host for live trainings and providing technical and equipment support.
- Maintain program communications including, but not limited to, training reminders and follow-up emails.

Application Details

- Background Check Language: Colorado State University may conduct background checks on final candidates.
- Benefit Information: Employee benefit information can be found on HR's Website at <https://hr.colostate.edu/current-employees/benefits/>
- Work-study Only Positions: If this is a work-study position, applicant must be eligible for work-study to apply (only required for work study positions).

EXAMPLE 2

Student Education Support Facilitator

Position Summary

CSU Spur is seeking motivated and enthusiastic individuals to join the Education Team as Education Support Facilitators. These individuals will be part of a team delivering programs at the CSU Spur campus in Denver that inspire life-long learners to tackle global problems around food, water, and health, and will play a key role in the future of educational offerings at a brand-new state-of-the-art campus.

Starting Hourly Pay Rate

\$17.29

Number of Openings

4

Anticipated Start Date

January 6 – 23, 2023

Anticipated Weekly Hours

10 – 20

Required Job Qualifications

- Proficient in Microsoft Office (PowerPoint, Outlook, Word, Excel).
- Ability to work with multi-generational audiences including children, and families.

Preferred Job Qualifications

- Ability to work independently and take initiative by utilizing critical thinking and problem-solving skills to identify solutions for customer needs.
- Demonstrated experience delivering exceptional customer service to internal and external customers.
- Ability to use exceptional verbal and written communication skills to prepare and present or explain information related to educational programs and exhibits.
- Ability to communicate with program constituents in both Spanish and English.
- Familiar with scientific concepts surrounding food, water, and environmental health.
- Passion and excitement for connecting visitors to food, water, and health.
- Have a positive attitude and the ability to be dependable, proactive, resourceful, and flexible.

Essential Duties

- Engage students and multigenerational visitors through site orientation, exhibit interpretation, including interpreting procedures, demonstrations, and scientific research happening throughout the buildings at CSU Spur.
- Support educational programs for multigenerational audiences, pre-K-12 school groups, educators, and events.
- Support program and classroom set up and clean up.
- Maintain classroom spaces, materials, and educational facilities.
- Utilize interpretation techniques to communicate effectively in noisy, crowded situations and adapt to unexpected situations.
- Collaborate with on- and off-site faculty, veterinary specialists, researchers, and partners to deliver program interpretation.
- Support evaluation through data collection.
- Ability to travel off site for events and school programs to represent CSU Spur and the CSU System.
- Support development of new program offerings and educational materials as needed in collaboration with education team.

Application Details

All job descriptions must include this information.

- Background Check Language: Colorado State University may conduct background checks on final candidates.
- Benefit Information: Employee benefit information can be found on HR's Website at <https://hr.colostate.edu/current-employees/benefits/>
- Work-study Only Positions: If this is a work-study position, applicant must be eligible for work-study to apply (only required for work study positions).

EXAMPLE 3

Student Tutor

Position Summary

TILT Tutoring is hiring tutors for the spring and fall 2023 Semesters. Please look below for available tutor positions. Tutors assist fellow CSU students with course content as well as academic skills in general. The environment is one of group tutoring. Training is provided on group tutoring skills, active learning strategies, collaborative learning strategies, and resource referral.

You must have taken the course and received an "A" or "B" in the course to be eligible. If two courses are listed together, both must have been taken and a grade of "A" or "B" must have been received for both. If you are applying to tutor in a course you are currently completing, hiring will be contingent on a final grade check upon completion of the course.

Starting Hourly Pay Rate

\$15.50

Number of Openings

6

Anticipated Start Date

August 21, 2023

Anticipated Weekly Hours

10

Required Job Qualifications

- Have successfully completed the course(s) they're applying to tutor with a grade of "A" or "B" and be in good academic standing with CSU.
- Demonstrate knowledge and passion in the subject matter.
- Demonstrate strong written and verbal communication skills.
- Be able to work well with large groups of students with competing priorities.
- Be an effective team player and able to collaborate with peers.
- Demonstrate a commitment to creating an inclusive and welcoming environment for our diverse student body.
- Be able to effectively manage their time.
- Be able to empathize with students who may be struggling academically and/or personally

Essential Duties

- Provide group tutoring to CSU students utilizing active and collaborative learning strategies.
- Aid students in learning and practicing effective study skills.
- Be aware of CSU student resources and support students in connecting with these resources.
- Work an average of 8-10 hours a week.
- Maintain professional contact with peers, TILT Staff, and CSU faculty.
- Participate in tutor training and development sessions.

Application Details

All job descriptions must include this information.

- Background Check Language: Colorado State University may conduct background checks on final candidates.
- Benefit Information: Employee benefit information can be found on HR's Website at <https://hr.colostate.edu/current-employees/benefits/>
- Work-study Only Positions: If this is a work-study position, applicant must be eligible for work-study to apply (only required for work study positions).

EXAMPLE 4

Student Administrative Assistant

Position Summary

The Office of Inclusive Excellence (OIE) is hiring two (2) student workers to assist with the day-to-day operation of the office and administrative tasks, including serving as receptionists and hospitality guides at The Mary Ontiveros House . OIE is looking for students who have great customer service skills, are team players, and are passionate about or interested in learning more about topics related to diversity, equity, and inclusion.

- The purpose of the student positions is to provide a receptionist and front desk staff.
- Students will report to the Executive Assistant to the Associate Vice President for Inclusive Excellence.

Starting Hourly Pay Rate

\$14.50

Number of Openings

6

Anticipated Start Date

08-14-2023

Anticipated Weekly Hours

10 – 20

Required Job Qualifications

Using bullets, list the **required** qualifications of the job. Be intentional, asking yourself what is truly **required** of student candidates?

- Desire to assist team members and guests of the Diversity House
- Administrative experience: familiarity with copying, Microsoft Office, and Outlook
- Demonstrate integrity, honesty, dependability, responsibility; accepts guidance and develops effective work habits.
- Join with individuals and teams from diverse backgrounds to pursue a common goal.
- Demonstrate an understanding of diverse people, cultures, and systems; understand actions have local and global implications for the future.

Essential Duties

- Staffing the front desk, answering phones, transferring calls and taking phone message for OIE
- Greeting guests as they come into the office, and offer them coffee/tea/water if they need to wait or are here for a meeting.
- Providing administrative assistance to members of the Office of Inclusive Excellence on projects including but not limited to the Diversity Symposium, diversity, equity, and inclusion trainings, the employee climate survey, and more
- Providing customer service and hospitality to guests visiting for meetings and trainings
- Supporting events via staffing, hospitality, catering assistance, and more
- Contributing to the sanitation and hygiene efforts at the Diversity House, i.e. wiping down training and meeting rooms with hand sanitizer
- Utilize computer programs such as MS Word, Excel, Access, PowerPoint, and email as needed for office-related projects.
- Keep student desk area straightened and clean.
- Operate basic office machines such as the copier, fax machine, scanner, printers, typewriter, and shredder.
- Replenish paper trays in the copier/printer and check copy machine paper supplies on the paper cart and in the storage room.
- Tidy the work station area by the copier/ printer and replenish supplies as needed.
- Process and distribute incoming mail.
- Keep storerooms organized and make sure supplies are not running low.
- Dust the office (furniture, file cabinets, mop boards, pictures, etc) weekly.
- Complete additional tasks as assigned by OIE staff.

Application Details

All job descriptions must include this information.

- Background Check Language: Colorado State University may conduct background checks on final candidates.
- Benefit Information: Employee benefit information can be found on HR's Website at <https://hr.colostate.edu/current-employees/benefits/>
- Work-study Only Positions: If this is a work-study position, applicant must be eligible for work-study to apply (only required for work study positions).

- Basics
- Details
- Preferences**
- Schools
- Preview

Graduation degree range
(Optional)

School years (Optional)

Minimum GPA (Optional)

Major categories (Optional)

Applicant package recipients
(Optional)

Optional categories for you to target your job posting.

You can select preferred graduation date ranges, school years, GPA, or major categories.

You can also choose which staff member(s) should receive a summary of applicants once the job expires in Handshake.

- Basics
- Details
- Preferences
- Schools**
- Preview

Job postings

Search for **Colorado State University**

Job postings

Global apply start date ⓘ

Global expiration date ⓘ

Add All Schools
Add Favorite Schools
Find More

- Basics
- Details
- Preferences
- Schools
- Preview**

Preview your job before submitting for approval

JOB APPROVALS TAKE UP TO 3 BUSINESS DAYS

- If your job posting is denied, open [the comments section of the job posting](#) to see reasonings and next steps.
- Once you have satisfied the requirements stated in the notes you must email career_campusemp@colostate.edu to have your posting re-reviewed for approval.
- By consistently following this guide, your department can gain auto-approval status for jobs.