Campus job description template for student employee positions on handshake

Lasalle.joinhandshake.com/login

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| 1. **Where students Submit Application** | Apply in Handshake or through external system (ex. Google form) |
| 1. **\*Job Title** | Description of work to be performed and must include whether it is FWS or Budget in title (ex. Career Center Work Study position; Career Center Office Assistant Budget position) |
| 1. **Company Division** | Department/Division Name |
| 1. **Display Contact Information to Students** | Name only, or don’t show my info |
| 1. **\*Job Type** | On Campus Student Employment (use for all on campus employment, including GSA positions) |
| 1. **\*Employment Type** | Part-time |
| 1. **Duration** | Permanent (academic year) vs Temporary/Seasonal |
| 1. **Is this a Work Study Job?** | Yes if you can only hire FWS |
| 1. **Apply start and \*expiration date** | Recommend post for 3-30 days |
| 1. **Description** | **Primary responsibilities and duties** in bullet point format   * Answer all incoming phone calls, answer questions and/or direct to appropriate staff   **Required and desired skills: (**See attachment for definitions of each)  Identify top 2 competencies that you feel a student in this role uses or learns the most from the following:   * Critical Thinking/Problem Solving * Oral/Written Communication * Teamwork/Collaboration * Digital Technology * Leadership * Professionalism/Work Ethic * Career Management * Global/Intercultural Fluency   Required availability  Expectations of employee |
| 1. **\*Job Function** | Drop down list |
| 1. **\*How many students expected to hire** | Drop down list |
| 1. **Pay rate** | Approximate Salary/Hourly Rate/Stipend |
| 1. **\*Job Location** | 1900 West Olney Ave (on google maps) |
| 1. **Required Documents** | Resume recommended |
| 1. **Applicant Package Recipients** | Specify who should receive the applicants information |

*\*Required fields for Handshake*

Please note that other fields are available in Handshake to allow you to narrow applicants by school year, GPA, major groups and colleges.

Questions about the new student employment hiring process or Handshake, contact the Career Center at 215-951-1075 or [careers@lasalle.edu](mailto:careers@lasalle.edu) .