

Job Description Guidance

Use this information to help when posting positions on Handshake (creighton.joinhandshake.com/login)

Basics Section

Where should student apply:	Handshake
Job Title:	Career Center Student Worker; Marketing Intern, Peer Advisor etc.
Display Contact Information:	We recommend including your contact information
Job Type:	Select what is most appropriate. - Most common options are: Internship & On Campus Employment
Employment Type:	Part-Time
Duration:	Temporary/Seasonal
Start & End Date:	Start date is recommended – End date is optional
Is this a Work Study job:	Contact studentemployment@creighton.edu if you have questions

Details Section

Description

When describing the position, it helps to break up the information using Headings. We recommend the following sections, but please feel free to add or adjust to your preferences.

Some employers enjoy asking questions to start the description, e.g. Do you like meeting new people? Are you great at shifting through Data? Then they may give a summary of why working for them will benefit the student.

Job Description (Heading 1)

In this role you will:

- Use bullet points to describe the tasks and responsibilities
- It is helpful to use strong action verbs to start the bullet point to better describe the role
- Answer the question of, "On any given day, what might I do?"
- Try thinking of the skills that the worker will use to accomplish tasks
- You can also include skills that they will gain by working for you
- Write the bullet points in a way that students can read in 30-60 seconds – they are looking at a few of these, and they want to see if this interests them.

Qualifications (Heading 1)

The ideal candidate for this position will be a current student at Creighton University who has:

- Think carefully on what is considered a "must have" and a "want".
- Some students are using these positions to gain experience, so be careful that you aren't excluding excellent candidates with your qualifications
- If there is a technology involved, you may include that here. BUT consider if students need to come knowing the technology, or if it can be a part of the training process

Contact Information (Heading 1)

It is usually easiest to include the email signature of those students can email if they have questions

Other Details (not a part of the description)

How many will you hire:	Minimum of 1
Job Level:	
Amount Paid:	\$10.00 minimum. Consider your budget and the role for further adjustment
Location:	2500 California Plaza, Omaha NE 68178 - You can add your specific building as another address - If this is a remote position, click the "Allow Remote Workers"

Required documents: Resumes recommended. Cover letters are encouraged
- Others are optional

Continues on the next page →

Preferences Section

This will narrow down who sees your position. There are many choices for this section. Try to be inclusive with your selections; but be sure not to select options that you won't work for the role i.e., graduation date.

Grad Date Range: Recommended if you can't hire freshman, or last year students
School Years: Use to distinguish UG vs Grad/Professional Student
- Collected from Banner and the student's completed credits
Minimum GPA: Not recommended
Major Categories: Not recommended
- Not Creighton specific – general majors in Higher Ed
- If the role requires certain course work or knowledge, consider putting that in the job description under "qualifications"

Applicant Package recipient: Select who should receive the applicant information
Select the option that best fits your timetable:
Summary = If you want to interview applicants after the position closes
Every time = If you want to interview applicants as they apply
○ If you have specific qualifications, select only who match all

Schools Section

Job Postings: Creighton University
Global apply start date: Ignore
Global expiration date: Ignore
Interview on Campus? Used to create an interview schedule organized through Handshake
Not typically recommended. Email careercenter@creighton.edu for more info

Apply start date: When you want the posting to allow students to apply
Expiration date: When you want the posting to close = stop accepting applications
- Keep the position open for a minimum of 2 weeks
- Recommended to end on a Friday or Sunday
- Recommended to end at 11:59 pm on the date chosen

Preview Section

This will show you how your position looks to students when they are looking for employment. Double check that everything looks okay – you can always go back and readjust your selections.