What to include in BASIC INFORMATION field on Handshake

Below we are highlighting some best practices when posting a student job on Handshake. Anything noted by an * is required and your position will not be approved until it is included in the posting.

Basic information

Job description   Copy description from existing job

Be sure to include specific skills you're looking for, minimum requirements, and expected responsibilities.

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☑ ✥ Automatically fill in the rest of this job post using the job description. You'll get to confirm everything's correct before posting.

Continue

1.) BASIC INFORMATION on HANDSHAKE

DEPARTMENT DESCRIPTION: You are encouraged to provide a brief description of your department's mission or vision to get the student excited about working in your office. Don't be afraid to showcase energy or enthusiasm to grab a student's attention!

*JOB SUMMARY: In this section, provide a brief overview of the responsibilities and purpose of the position.

*JOB DUTIES: Create an organized list of specific responsibilities and duties the student will be asked to perform.

ON-CAMPUS JOB LOCATION: Include the specific location of the department where the student will work, if it may include multiple department locations, and the setting where the work will be performed (indoors or outside).

*DIRECT SUPERVISOR: The name of the employee responsible for providing supervision and conducting evaluations for the position.

WORK SCHEDULE
Be clear about the number of hours per week the student will be expected to work and typical office or working hours.

QUALIFICATIONS
On the following pages, if you'd like to add additional qualifications you will do so here. For example:
- Specific coursework you'd like the student to have completed to be considered
- Any certification either preferred or required
- Minimum GPA requirement
- Major(s) or classifications preferred or required

*EMPLOYEE EVALUATION PROCESS: When and how student employees are evaluated. This should include the timing (semesterly, annually) and who is responsible for conducting the evaluation (department head, supervisor).

*PAYRATE DETERMINATION: The process or policy by which you determine starting pay (prior experience, specific skill sets, or certifications) and any future pay raises given to student employees.

<p align="center">JOB DESCRIPTION EXAMPLE – Handshake View</p>

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DEPARTMENT: Boko's Computer Lounge is designed to facilitate co-working spaces on-campus for students, staff, and faculty. Equipped with 100 computers, it's the perfect location to meet and collaborate among the TXST Community

JOB SUMMARY: The Computer Lab Assistant is a part-time student worker position responsible for providing technical support, maintaining lab equipment, and assisting students and faculty in the computer lab. This role is ideal for students pursuing degrees and/or careers in Information Technology, Computer Science, or related fields, offering hands-on experience in a supportive academic environment.

JOB DUTIES:

- Assist students, staff, and faculty with computer-related issues, including software and hardware troubleshooting.
- Provide guidance on the use of lab equipment and software applications.
- Install, update, and maintain software on lab computers.
- Perform routine checks and maintenance of lab equipment.
- Report any technical issues to the appropriate department for resolution
- Help users understand and utilize available resources and tools.
- Monitor lab usage to ensure a conducive working environment.

ON-CAMPUS JOB LOCATION: Boko Tower on the 12th floor computer lab

SUPERVISOR: Boko Jones

WORK SCHEDULE: Students in this position are expected to work between 10-15 hours per week. Additionally, applicants must be able to work Mondays, Wednesdays, or Fridays between 12:00 p.m. and 1:00 p.m.

QUALIFICATIONS

- Basic knowledge of computer hardware and software
- Strong problem-solving skills
- Relevant coursework in IT or Computer Science is a plus!

EMPLOYEE EVALUATION PROCESS: Student employees are evaluated by their supervisor at the end of each long semester.

PAYRATE DETERMINATION: All student employees begin at the starting pay rate and may increase by .25 after two long semesters (fall and spring) of employment with a positive evaluation from their supervisor using the Student Employee Career Readiness Evaluation form.

All pay plan information for student employment at the university can be found at: University Pay Plan

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