



On-Campus Job Posting Requirements Overview

In order to comply with state and federal student employment funding guidelines, the following items should be included in all undergraduate student employment job postings.

- Department/Office Name
- Position Title
- Name and Address of the employer
- Name of individual(s) who will be supervising the position(s)
- Location where the student will perform his/her duties
- Initial rate of pay for the position
- Job duties, responsibilities, and purpose of role
- General qualifications for the position
- Qualifications
- Anticipated start and end dates of position
- Procedure for determining a student's rate of pay when a position has multiple rates (*see below*)
- Schedule for providing employee evaluations (*see below*)

Most of the above elements are collected through Handshake's prompted questions during the posting process. However, a few of the elements will need to be added to the written text in the job description box on Handshake under '*Basic Information*' while creating your posting. (*See Steps for Posting an On-Campus Student Job*). These elements include:

- Direct Supervisor
- Job Summary
- Job Duties
- Payrate Determination: The process by which you determine starting pay if that rate varies for the same position (prior experience, specific skill sets, or certifications) and any future pay raises given to student employees.
- Employee Evaluation Process: When and how student employees are evaluated. This should include timing (semesterly, annually) and who is responsible for conducting the evaluation (department head, supervisor)

Beginning July 1, Career Services will review each of the new or reactivated student job postings on Handshake to ensure each position description includes the above elements. Career Services strongly encourages departments to include as much detail in their job description as possible to clearly communicate to students the nature of their duties and responsibilities and the position itself.

For an overview of best practices when creating a student job posting and examples of these elements in job descriptions, please see Student Employment Job Posting Guidelines.

For general questions, you can contact studentjobs@txsate.edu.