

On-Campus Student Employment Job Posting

Step 1: [Create](#) or login to your employer account in [Handshake](#) and select **Jobs** on the left navigation bar.

If your department/program is already using Handshake: search for your company name in the 'Find your Company' screen and an approval request will be sent to the existing staff members for access.

If you are creating your department/program's Handshake employer account for the first time: your search will bring you to the option to create a new company profile. You will enter your company's information and select 'Create New Employer'.

INSIDER TIP: The naming convention for NAU departments/programs' in Handshake is: "NAU Name of Department/Program" without hyphens or colons. Examples that follow this convention: NAU Career Development, NAU Student Service Center, NAU Campus Recreation, NAU NASA Space Grant.

Step 2: You can either start from scratch, or make it easy on yourself and duplicate an existing posting.

To START FROM SCRATCH: click Create Job (blue button in upper right corner)

To DUPLICATE A PREVIOUS POSTING: select a job from your list of Active or Expired jobs and click "Duplicate Job" (blue button in top center of the job posting)

Step 3: Whether you choose to create a new job or duplicate an existing job (which saves you time by auto-filling sections from a previous posting), review each of the following sections for accuracy and/or "copy of" text.

BASICS: This section provides basic information and qualifications about the position

INSIDER TIP: NAU is subject to certain nondiscrimination and affirmative action record keeping and reporting requirements which require the employer to invite applicants to voluntarily self-identify their race/ethnicity using this link:

<https://nau.edu/Equity-and-Access/Voluntary-Applicant-Data-Sheet-for-Student-Employees/>

To remain in compliance, insert the voluntary identification form link in the "applicant tracking system" section.

INSIDER TIP: If you select "Work Study Job" in this section, it will impact the qualifications of your position. When you view your applications, only Federal Work Study Eligible Student will appear as "fully qualified" in your applicant list.

Finish the "Basics" section and click **Next >** at the bottom of the screen to move to the "Details" section (see next page for instructions).

*** Job Title**

Career Jack (2016-2017)

+ add an [ATS / job code](#) to match against your applicant tracking system (this will **not** sync applications)

Require students to also apply through website or applicant tracking system?

☒ Yes ☐ No

*** URL for application**

<https://nau.edu/Equity-and-Access/Voluntary-Applicant-Data-Sheet-for-Student-Employees/>

[Add instructions for students to use instead](#)

Display your contact information to students?

☐ Name Only ☐ Name and Email ☒ Don't show my info

*** Job Type**

☐ Job

☐ Internship

☒ On Campus Student Employment

[Show more options](#)

*** Employment Type**

☐ Full-Time

☒ Part-Time

Duration

☒ Permanent

☐ Temporary / Seasonal

Work Study Job?

☒ Yes ☐ No

Work study jobs are for eligible students only

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DETAILS: Use this section for the position overview, qualifications, duties, etc. Don't forget the EEO statement.

* Description

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Black ▾
Bold
Italic
Underline
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Position Overview *(Include a few sentences here about the role of the position.) For example:*

The Career Jacks manage walk-in career advising, publicize opportunities through their multi-platform social media campaigns, and coordinate the Handshake recruitment database. They support and facilitate workshops, career expos, and other programming for students, staff, and faculty across campus.

Duties/Responsibilities *(List projects or duties for which the student employee may be responsible.) For example:*

- Maintain the NAU online recruiting database through continual review and activation of pending profiles, contacts, and jobs
- Promote NAU Career Development through in-person interactions and social media campaigns
- Meet one-on-one with students to critique resumes, cover letters, and other application materials and assist them in their job search
- Attend, participate in, and actively promote different career-related events on campus including career fairs, presentations, workshops, and help desks

Minimum Qualifications *(List skills or attributes, minimum and/or preferred, that students should possess in order to be qualified for or able to perform the duties. If you have specific availability requirements you can list them here.) For example:*

- Must be a currently enrolled student at NAU
- Able to work a minimum of 10 hours per week in shifts of 2 hours plus per day; work hours will be predominately between 8AM-5PM, with the ability to assist with occasional night or weekend events

Preferred Qualifications

- Possess personal initiative and responsibility
- Communication skills with people in one-on-one and group environments
- Experience in Microsoft Office Suite and social media platforms
- Proficient with both written and verbal communication
- Able to balance work and student responsibilities
- Federal Work Study eligibility is preferred, *but not required*

Supplemental Questions or Additional Instructions *(OPTIONAL - If you have additional information that you would like to share with candidates, it is recommended that you include it here.) For example:*

In your cover letter, please address or answer the following questions:

1. How do you create a culture of inclusion in team/group projects?
2. How have you successfully balanced work and student responsibilities in the past?
3. Describe your experience mentoring your peers.

NOTE: a complete application requires an "Other Document".

This Other Document is in addition to a resume and cover letter. Your "Other Document" should be the **STUDENT EMPLOYMENT APPLICATION & AVAILABILITY FORM FOUND AT THE BOTTOM OF THE JOB DESCRIPTION**.

Equal Employment Opportunity Statement *(NAU's Office of Equity and Access requires all NAU job postings to include Equal Opportunity Employment (EEO) language.) For example:*

Northern Arizona University is a committed Equal Opportunity/Affirmative Action Institution. Women, minorities, veterans and individuals with disabilities are encouraged to apply. NAU is responsive to the needs of dual career couples. [EEO Law Poster](#) NAU is an Employer of National Service. AmeriCorps, Peace Corps, and other National Service alumni are encouraged to apply.

* Job functions

☒ Administration ☒ Marketing - Brand Management

This will help students interested in specific functions search for your job.

Approximate Salary (enter a number, not a range)

\$ 9.00

Per hour ▼

☒ Paid ☐ Unpaid

* Job Location

Flagstaff, Arizona, United States

[Add Another Location](#)

☐ Allow remote workers?

* Eligibility for international students (non-US citizens or permanent residents)

Would you sponsor a [work visa](#) for the right candidate?

☐ Yes ☒ No

Would you hire international students seeking opportunities in their field of study? ([OPT](#) and/or [CPT](#) eligible. Note: OPT/CPT requires no immigration sponsorship by an employer.)

☒ Yes ☐ No

Required Documents

- ☒ Resume
- ☒ Cover Letter
- ☐ Transcript
- ☒ Other Document (e.g. work sample, course schedule, or other misc. documents)

Upload a completed Student Employment Application & Availability (blank form attached to job description) as your "Other Document".

INSIDER TIP: On-campus student employment positions posted by NAU departments/programs should use the Student Employment Application & Availability form at nau.edu/studentemployment in order to maintain consistent, compliant student employment practices.

Finish the "Details" section and click **Next >** at the bottom of the screen to move to the "Preferences" section (see next page for instructions).

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Basics

Details

Preferences

Next >

PREFERENCES: List specific preferences you may have for applicant qualifications.

Students who do not meet your work authorization, graduation date, GPA, and major preferences will still be able to apply, but we'll highlight which ones don't match (and let you filter them out).

Graduation date range

Earliest grad date

month ▼
year ▼

Latest grad date

month ▼
year ▼

School years

- ☐ Freshman ☒ Sophomore
☒ Junior ☐ Senior
☐ Masters ☐ Doctorate
☐ Postdoctoral Studies ☐ Alumni

Minimum GPA

2.80

Majors Select a category to choose specific majors

- ☐ Agriculture, Food & Horticulture - 0 of 9 majors selected
☐ Arts & Design - 0 of 17 majors selected
☐ Business, Entrepreneurship & Human Resources - 0 of 24 majors selected
☐ Civics & Government - 0 of 9 majors selected
☐ Communications - 0 of 7 majors selected
☐ Computer Science, Information Systems & Technology - 0 of 10 majors selected
☐ Education - 0 of 10 majors selected
☐ Engineering - 0 of 19 majors selected
☐ General Studies - 0 of 3 majors selected
☐ Health Professions - 0 of 17 majors selected
☐ Humanities & Languages - 0 of 12 majors selected
☐ Life Science - 0 of 14 majors selected
☐ Math & Physical Sciences - 0 of 4 majors selected
☐ Natural Resources, Sustainability & Environmental Science - 0 of 11 majors selected
☐ Social Sciences - 0 of 9 majors selected

These majors consolidate individual majors across every school on Handshake. To choose a specific major by individual school [click here](#).

Applicant Packages Specify who should receive the applicant packages

- Diana Sundermeyer ✕
- ☒ Email a summary of all applicants once my job expires
☐ Email every time a new student applies
☐ Send all applicants
☐ Only send me applicants who match all of my preferences

Add someone else to receive packages ▼

INSIDER TIP: if you do not select preferences, Handshake will default to "all".

For example: if you do not select specific school years or majors (i.e. you leave the check boxes blank), the qualifications will be listed as "all majors" can apply. If you do check boxes, these will become preference for you applicants.

INSIDER TIP: Be sure to list the hiring supervisor as a contact to receive applicant packages when the job expires or every time a student applies, based on your needs.

Finish the "Preferences" section and click **Next >** at the bottom of the screen to move to the "Schools" section (which posts your job to NAU students only).

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Basics

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Preferences

Schools

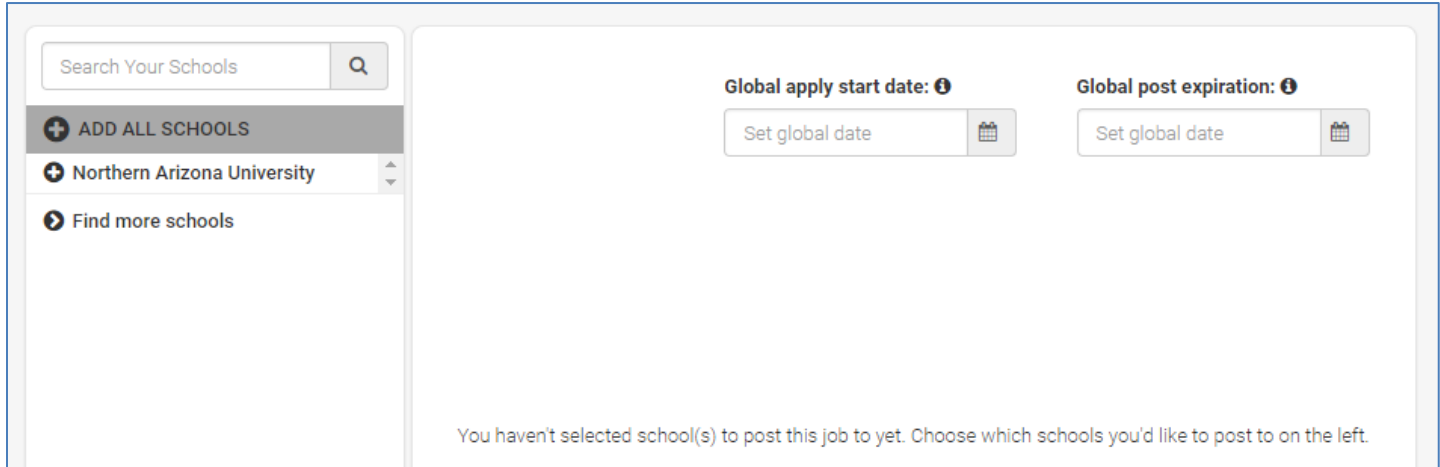
Next >

Save Changes

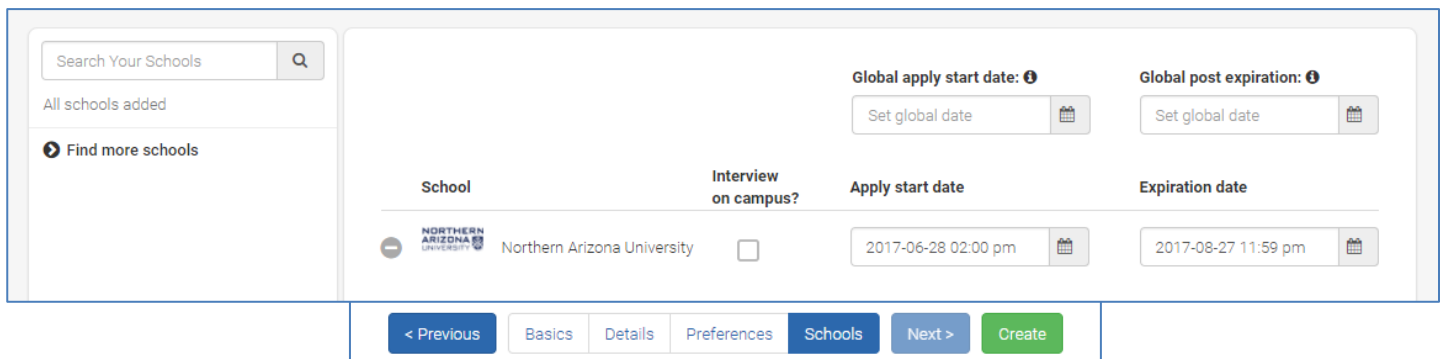
SCHOOLS: This posts your job to students at selected 'schools'; you will need to select Northern Arizona University.

To post your job to NAU students, you will need to post it to a 'school'. Depending on whether you are starting from scratch, or are seasoned in posting to Handshake, you will need to:

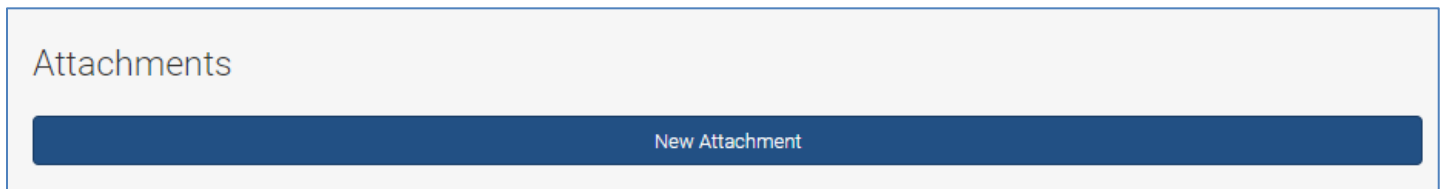
A) Add Northern Arizona University to your list of schools, or B) select Northern Arizona University from your list of schools for this posting, or C) it will already be added if you are 'duplicating' this job.



In any case, your next step is to set application start/expiration dates for your posting and click **Create**.



Step 4: Your LAST STEP is to attach the Student Employment Application & Availability form to your job posting. Scroll to the bottom of the posting and click "New Attachment" to add the [Student Employment Application & Availability](#) form



Save the [Student Employment Application & Availability](#) form, found at nau.edu/studentemployment, to your personal files. Click "Choose File" and navigate to (and select) your saved form. Click "Create Attachment" to attach the form to the posting.

