Creating an On-Campus Job Posting

Carnegie Mellon University
Career & Professional
Development Center

Index

The Importance of the Job Description

With over 40% of undergraduate student working on-campus, it is very important that campus job descriptions include clearly defined skills, responsibilities, and pay rates. This will allow for a larger pool of candidates and better hiring decisions for campus departments.

To assist campus employers in this process, Carnegie Mellon created hourly job profiles for undergraduate and graduate student positions, based on the responsibilities and skills necessary for each job and corresponding job profile codes and pay grades assigned to each job.

Using these Student Job Profiles and Pay Ranges allows for better understanding of the importance of a meaningful job description in the hiring process for the both the student and the employer. It also allows for increased transparency for student planning as related to on campus job searches and available positions which will allow for a more impactful experience.

CMU GROW® (Guided Reflection on Work) and Campus Employment

The Carnegie Mellon on-campus employment program is designed to positively impact the student learning experience. The CMU GROW® program provides students working in an on- campus job the opportunity to create an action plan to attain professional skills and NACE Career Readiness Competencies that are associated with career readiness for the new college graduate.

By following the On-Campus Job Guidelines with Career Competencies, you will be able to create a high-impact job posting in Handshake that includes the skills and competencies that the student employee will be able to develop from the job. As a result, the student employee(s) will be able reflect upon and articulate the skills, competencies acquired on a resume and be prepared to succeed in the workplace.

CMU GROW is a special component to the on-campus employment program. All student employee supervisors and student staff are eligible to participate.

Guidelines for Creating your Job Posting

Creating a job description is a key step in the hiring process. The job posting should include a concise picture of the skills and qualifications necessary for the position in order to attract qualified job candidates.

The student hourly job profile codes and pay grades are representative of the typical student jobs on campus. As each department has its unique need for student staffing, the job profiles provided are general and can used as a starting point for each department to use in writing a job posting in Handshake.

With that in mind, departments can use these resources to:

- Design job descriptions, recruit their student staff, and select students to fill positions.

- Develop leadership or advanced positions for student staff and provide valuable personal and professional development opportunities for students.

Below you can find an example of how to create a new job description for Handshake. In this example, we are creating a description for a Career Peer Mentor.

1. Find the Job Profile that most closely matches your job.
2. The Undergraduate Peer Mentor would be U-102 #8045

   The undergraduate peer mentor is a student employee who works with, and assists their peers with program specific services, performs outreach activities, and sponsors and facilitates events. Peer mentors have been specifically trained and have the skills, competencies, and expertise needed to assist their peers.

3. Find the Pay Range that matches the Job Profile you have chosen. Each Pay Range also has a description of tasks that students should be expected to complete at each level. At U-102 this description is:

   Requires basic skills acquired through some previous work experience, training and/or completion of related coursework. Responsibilities may require the application of basic organizational and/or more technical knowledge, operation and accountability for equipment that is more complex or performing routine tasks. Some independent decision-making and supervision of other student workers or volunteers with daily on site supervision.

4. The pay range for U-102 would be: **Minimum $8.25 / Midpoint $9.40 / Maximum $11.95**

5. Now that we have this information, we can begin to create a thorough job description. You can use the information found to help fill in your description accurately. The example for the position of Career Peer Mentor is shown below:

Creating a New Job Posting in Handshake: Instructions & Template (Part I)

1. In Handshake, click "Jobs" under the "Postings" drop-down in the left-hand column.
2. Click "New Job" in the top-right to get started.
3. Fill in all the relevant fields under the Basics, Details, and Preferences pages.

BASICS

1. **Where should students submit their application?** (Choose one of the options below)
   a. **Apply in Handshake**: Students can submit their resume, cover letter, and any additional documents through Handshake, which will be emailed to you upon completion.
   b. **Apply through external system**: You can direct students to fill out an application through an external system like Google Forms (you will be prompted to include a link).

2. **Job Title:** Type in the job title of the position
   a. **IF THIS IS A WORK STUDY ONLY JOB –** Add "(Work-Study)" after the job title.

3. **Employer:** Choose "CMU (Carnegie Mellon) On-Campus Employment".

4. **Company Division:** Choose your company division from the drop-down.

5. **Display your contact information to students?** (Choose one of the options below)
   a. **Name Only**: Your name will be available in the job posting – students can use this information to find your email and contact you directly with inquiries.
   b. **Don't show my info**: Students will not know who posted the job.

6. **Job Type:** Choose "On Campus Student Employment".

7. **Employment Type:** Choose "Part-Time".

8. **Duration:** Choose "Temporary/Seasonal".

9. **Start/End Date**: Select the start and end of the employment period.

10. **Is this a Work Study Job**? If this job is only available to students with a federal work-study grant, choose "No" AND refer to step 2.a. above.

11. **Apply Start & Expiration**: Select the date range that students may apply.

Creating a New Job in Handshake: Instructions & Template (Part II)

DETAILS

1. **Description**: Delete and fill in the [*bracketed*] placeholders below, then copy & paste your description to "description" text box. See the next page for an example job description.

> **Job Title:** [*Job Title*]
>
> **Division**: [*Your Division or Department*]
>
> **Description:** [*Brief Description that provides a general overview of the position (2-3 sentences)*]
>
> ***COVID-19 Update:** [If Applicable] for the [*employment period (i.e., Fall 2020 Semester*]], all [*Job Title*] responsibilities will be carried out [*in-person or remotely?*].
>
> **Interviews:** [*When, where, and how will interviews be conducted?*]
>
> **Qualifications:**
> * Current [*upon applying, what class years or majors will qualify for the position?*]
> * Minimum GPA of [*minimum GPA*]
>
> **Requirements:**
> * [*How many hours must be committed to the position?*]
> * [*When should students be available?*]
> * [*What training is required before beginning the job?*]
>
> **Desired Competencies and Skills:**
> * [*List competencies from the [National Association of Colleges and Employers (NACE) Career Readiness Competencies](#) list that are relevant to the responsibilities*]
> * [*List any relevant technical skills or completed coursework required to perform responsibilities*]
>
> **Responsibilities:**
> * [*List all individual responsibilities that students are expected to fulfill during the job*]

2. **Job role(s)**: Choose the most relevant job role from the drop-down. Job roles are search facets for students who are looking for a certain type of work. Your selection(s) will help the students interested in these roles find job(s).

3. **How many students do you expect to hire for this position?** This number can be approximate and will not be displayed to students. If you aren't sure, put 1.

4. **Approximate salary:** If you choose "Paid" and enter a dollar amount, this information will be displayed to the student in the posting.

5. **Job Location**: Choose "Pittsburgh, Pennsylvania, United States of America"
    a. **Allow Remote Workers**: If you select this option, it will be displayed to students in the posting.

6. **Required documents**: When students hit the "apply" button on the posting, they will be prompted to upload the documents you select before completing the application (does not apply if you chose "Apply through external application" in the BASICS section.

<h1 style="text-align:center">Job Description Example (Career Peer Mentor)</h1>

<p style="text-align:center">Below is an example for the description textbox in the DETAILS page</p>

Job Title: Career Peer Mentor

Division: Career & Professional Development Center

Description: A Career Peer Mentor (CPM) is a student employee who assists with services within the Career and Professional Development Center (CPDC) including conducting one-on-one advising appointments and facilitating career development workshops with freshmen and sophomores. Our goal is to foster peer-to-peer mentoring relationships that will build a foundation for early career engagement, development, and exploration.

*COVID-19 UPDATE: For the fall 2020 semester, all CPM responsibilities will be carried out remotely. One-on-one appointments and workshops will be conducted virtually through Zoom.

Interviews: Will be held through Zoom on a rolling basis.

Qualifications:
- Current Sophomore or Junior
- Minimum GPA of 2.5

Requirements:
- CPMs must commit to a <u>minimum of 6 hours per week</u> with occasional evening and weekend work.
- CPMs must be available to work both the fall 2020 and spring 2021 semesters.
- CPMs must complete 20 hours of training before the first day of fall semester classes.

Desired Competencies:
- Oral/Written Communication (OWC)
- Teamwork/Collaboration (TC)
- Professionalism/Work Ethic (PWE)
- Career Management (CM)
- Critical Thinking/Problem Solving (CTPS)
- Global Understanding (GU)
- Leadership (L)
- Digital Technology (DT)

Responsibilities
- Attend Front Desk and act as first point of contact for visitors and callers, informing students, staff, faculty, and/or general public on office practices, policies and procedures (**CTPS, OWC, PWE, GU)**
- Learn and practice strong career management skills such as resume and cover letter writing, searching for jobs/internships, networking, interviewing, and professional etiquette **(OWC, DT, PWE, CM)**
- Facilitate one-on-one advising meetings with students and develop mentoring relationships with peers (**CTPS, OWC, TC, L, PWE, CM, GU)**
- Plan, market, and host evening, career-management workshops with CPM partner in campus residence halls and for student organizations upon request (**OWC, TC, L, CM, GU**)
- Assist with and contribute to events hosted by CPDC professional staff (**OWC, TC, and PWE**)
- Contribute to group and individual projects that benefit the CPDC, such as gathering and analyzing data, social media and website development, career resource development, internal development and education, and budgeting (**CTPS, OWC, TC, DT**)