**Handshake Job Posting Worksheet**

Use this worksheet to craft your job posting. Once you have completed it, you can copy/paste the content right into Handshake. We do not have the ability to insert custom fields, so we are using the job description section creatively so as to capture information important for students to see. Remember to start with the work-study version and then duplicate the posting and edit to match the non-work-study version.

**JOB POSTING**

**JOB TITLE: (Insert name of Dept) – (Insert job title) - Work-Study position**

**JOB DESCRIPTION:**

**First line: To Apply: Email your availability to:**(Insert supervisors’ email)- (insert name of department)

**Job Description:**

(Enter job description here)

**Special skills and qualifications required:**

(Insert special skills and qualifications required here)

**Learning Competencies/Skills you will gain:** (Insert learning competencies here)

**Location:**(Insert location here)

**Note:**You must have a current Federal Work-Study Award as part of your financial aid package to apply for this position. Any questions about your financial aid status may be directed to the Financial Aid Office in Building 3 on the East Campus. 401-456-8033.

Student payroll is through direct deposit. You must activate your BANK MOBILE account and make a payroll selection BEFORE you can begin work. Go to RefundSelection.com, enter your personal code and make your payroll selection.

Contact Kathy Gonsalves at 456-8146 if you never activated account.

**JOB POSTING**

**Department or Grant Funded Positions**

For a position funded with department or grant monies, once you have posted the job first as a work-study position, you can duplicate the posting in Handshake. Once the duplicate loads, make the following adjustments:

**JOB TITLE: (Insert name of Dept) – (Insert job title) - Non-Work-Study or Grant position**

**JOB DESCRIPTION:**

**First line: To Apply: Email your availability to:**(Insert supervisors’ email)- (insert name of department)

**Job Description:**

(Enter job description here)

**Special skills and qualifications required:**

(Insert special skills and qualifications required here)

**Learning Competencies/Skills you will gain:** (Insert learning competencies here)

**Location:**(Insert location here)

Student payroll is through direct deposit. You must activate your BANK MOBILE account and make a payroll selection BEFORE you can begin work. Go to RefundSelection.com, enter your personal code and make your payroll selection.

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**Learning Competencies**

Share potential learning outcomes and transferrable skills students may gain in this position. The National Association of Colleges & Employers has identified 8 competencies as critical for a successful transition from college to the workplace. Refer to this site for descriptions of the skills (*https://www.naceweb.org/uploadedfiles/files/2021/resources/nace-career-readiness-competencies-revised-apr-2021.pdf*).

Select and copy the top two or three skills that a student will gain from this role in your job description worksheet:

**Professionalism & Work Ethic:** · Time Management, · Interpersonal/Social management, · Accountability, · Self-Improvement, · Work Ethic, · Organization

**Career Management:** · Appreciative Thinking, · Career Planning, · Self-Advocacy, · Skills Development, · Initiative

**Opportunity Identification:** Creativity & Problem Solving, · Critical thinking, · Research, · Analysis, · Decision Making, · Communicating Results, · Innovation

**Global Perspective:** · Diversity appreciation, · Inclusiveness, · Understanding differences, · Foreign Language Skills, · Global Mindset, · Public Service Mindset

**Communication:** · Verbal & Written Communication, · Technical Writing, · Presenting Skills, · Listening, · Nonverbal Communication, · Customer Service

**Technical Application:** · Social Media Management, · Computer Skills, · Equipment Skills, · Software Skills, · Field-Specific Technical Skills, · Product Development

**Teamwork, Collaboration, & Leadership:** · Conflict management & resolution, · Adaptation, · Listening, · Project Management, · Delegation, · Mentoring, · Planning