

## On Campus Job Description Guidelines with Career Competencies

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| <b>1. *Job Title</b>  | Descriptive title of work to be performed  |
| <b>2. Company Division</b>  | Select your department, academic or hospital unit  |
| <b>3. *Where Should Students Submit their Application?</b>  | Apply on Handshake and/or Apply Through External System  |
| <b>4. *Job Type</b>   | On Campus Student Employment or Internship   |
| <b>5. Employment Type</b>   | Part time only   |
| <b>6. Work Study Job?</b>   | Yes or No  |
| <b>7. Apply Start and *Expiration Date</b>  | Recommend post job(s) for up to 30 days  |
| <b>8. *Description</b>  | <p>Example:</p> <ul style="list-style-type: none"> <li>Seeking a self-motivated, multi-tasking, well organized, and professional student employee who possesses superior verbal and written communication skills.</li> <li>May work up to 29 hours/week (FWS positions up to 40hrs/week) and must be available Monday through Friday between 10 a.m. and 2 p.m.</li> <li>Must be willing to work during fall and spring semesters.</li> </ul>  |
| <b>9. Desired Skills</b><br><a href="#">National Association of Colleges and Employers (NACE) Career Readiness Competencies</a> for college graduates.  | Select desired competencies needed for the position: <ul style="list-style-type: none"> <li>Critical Thinking/Problem Solving <b>CT/PS</b></li> <li>Oral/Written Communication <b>O/WC</b></li> <li>Teamwork/Collaboration <b>T/C</b></li> <li>Digital Technology <b>DT</b></li> <li>Leadership <b>L</b></li> <li>Professionalism/Work Ethic <b>P/WE</b></li> <li>Career Management <b>CM</b></li> <li>Global Understanding <b>GU</b></li> </ul>   |
| <b>10. Responsibilities</b><br>NACE Career Readiness Competencies identified after each task. <ul style="list-style-type: none"> <li>Critical Thinking/Problem Solving</li> <li>Oral/Written Communications</li> <li>Teamwork/Collaboration</li> <li>Digital Technology</li> <li>Leadership</li> <li>Professionalism/Work Ethic</li> <li>Career Management</li> <li>Global Understanding</li> </ul> | Example (add career readiness competencies by tasks, as appropriate): <ul style="list-style-type: none"> <li>Work independently and efficiently; use available resources to direct guests. <b>CT/PS</b></li> <li>Serve as receptionist: answer multi line phone, greet and direct visitors. Utilize strong verbal and written communication skills <b>O/WC, GU</b></li> <li>Make campus deliveries. Provide clerical support, proofreading, photocopying, and filing. Work on additional projects as assigned. <b>T/C</b></li> <li>Use MS Word, Excel, multi-line phone system. Compile data using software programs. <b>DT</b></li> <li>Prioritize responsibilities to meet deadlines with successful completion of work. Ability to work inclusively in a diverse setting. <b>L, GU</b></li> <li>Maintain confidentiality, be punctual, and communicate changes in work schedule in advance. Appropriate attire as discussed for work environment. <b>P/WE</b></li> <li>Effectively communicate your skills and availability to perform this job in your letter of application. <b>CM</b></li> </ul> |
| <b>11. *Job Roles</b>   | Select from the drop-down menu   |
| <b>12. Pay rate (Approximate Salary)</b>  | Minimum wage at least: Please review <a href="#">NYS Labor Department minimum wage requirements</a> .  |
| <b>13. Job Location</b>   | Type Location: ex. Stony Brook, NY   |
| <b>14. Required Documents (to apply)</b>  | Resume required (you may request cover letter, class schedule, etc.)   |
| <b>15. Applicant Packages Recipient</b>   | Specify who should receive the applicant's information/documents   |

\* Required fields for Handshake

Other fields are available in Handshake to allow you to narrow applicants by school year, GPA, or major groups.

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