1. Conduct a Needs Assessment

A process of gathering and examining information as it relates to the student employee position.

Ask yourself and your department the following questions:

- What are your needs as a department that led to the consideration of hiring student employees?
- Are there additional special projects that could be added to a student employee position that you hadn't considered before?
- How can you create a position that meets departmental needs as well as meets student employees' professional goals?
- Who can you establish as a supervisor and a mentor for the student employee?

2. Establish the Essential and Teachable Functions

Define what is essential and what is teachable.

It is important to remember that this may be the student's first job or that the student has limited work experience. Try to avoid too many "required" qualifications since it will limit your pool and diversity of applicants. Instead, think of the position as a developmental opportunity.

- What are functions that are truly essential and what are functions that can be taught?
- How can you be specific about the knowledge, skills, and abilities that are needed? Draft a list.
    - *Knowledge* is a comprehension of a body of information acquired by experience or study.
    - *Skills* are a present, observable competence to perform a learned activity.
    - *Ability* is a competence to perform an observable behavior or a behavior that results in an observable product.
- Brainstorm a list of all the duties that are required to complete the job.

3. Write and Organize Position Information

Follow a standardized template for student employee positions.

Job descriptions that are standardized with the same appearance appear more organized and legitimate, leading to more student employee applicants. Below is a list of sections to include. Please also refer to the Sample Student Employee Job Description.

1. *Title of Position*
2. *Introduction*
    - Provide a short description of your department or unit. Feel free to include any new initiatives or projects that led to the opening of the student employee position.
3. *Position Summary*
    - A general overview of the position and its purpose.
4. *Essential Functions*
    - A list of tasks. Think of these as "Duty Statements" and begin with action verbs (ex. assist students with resume and cover letter reviews in scheduled appointments and drop-ins.)
5. *Knowledge, Skills, and Abilities*
    - The candidate is expected to have this list of capabilities and knowledge. This list can be used to crate your interview question. For example, if you would like a student employee with customer service skills, a question could be "Tell me about a time you had to deal with a different customer?"
6. *Required Qualifications*

- o Proficiencies needed to complete the essential functions of the position. This is what your student employee must have to qualify for the position.
7. *Preferred Qualifications*
   - o Capabilities that would enhance the work in that area but are not required to meet the basic functions of the position.
8. *Supervision & Training*
   - o Teachable functions can be listed in a Training section to describe what the student will learn and how they will develop in this position.
9. *Compensation and Time Commitment*
   - o State the payrate for the position as well as the expected hours of work per week. We recommend students work no more than 20 hour per week, especially if they are enrolled full-time. During breaks when classes are not in session, students can work a full-time schedule, depending on work availability and supervisor approval.
10. *Application Details*
    - o Provide information on the how to apply and which documents to supply. We recommend requiring a resume at minimum.
11. *Common Language*
    The language below should be added to all student employee position postings:
    - o Please note that resumes submitted through Pioneer Careers Online will go through an automatic review process by the Career & Professional Development staff. While this may take extra time on your part if revisions are needed, it's to support you in submitting the most competitive application possible.
    - o The University of Denver is committed to enhancing the diversity of its faculty and staff. We are an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment regardless of age, race, color, national origin, religion, sex, sexual orientation, gender identity, disability, military/ veteran status or any other status protected by law.
    - o All offers of employment are based upon satisfactory completion of a criminal history background check. These are required for all part-time, full-time and student employee hires.

4. Finalize and Post Position to Pioneer Careers Online (PCO)

When your job description is ready, you can open it to student applicants using PCO.

To create a profile in PCO follow the steps below:
- Go to www.du.edu/hireapioneer. Click the link above and select "sign up for an account".
- You will be prompted to enter your contact information and create an account password. When finished, select "create account".
- ***Please note:*** It is very important you follow the specific naming convention when entering your department into the "Employer" field. Please use the following format *"University of Denver – DU – name of your department/division"* as this will populate an account already established in the database ***(i.e. University of Denver - DU - Accounting Department)***

To post a student employee position, click *Post a Job* on your homepage. Complete all required categories, paying special attention to the following categories:

- **Job Phase:** select "Internships & Student Employment"
- **Work Authorization:** select "All Work Authorizations Accepted". This will ensure the ability for international students to view the posting.
- **Type of Job:** select "Student Employment: On DU Campus"
- **Eligibility:** select "Current Students" for the Student Group
- **Compensation:** For positions funded by federal or state work study, please select "work study eligible".
- **Application Deadline:** We recommend having a specific close date for applications. Applications with no end date do not appear active to students. If you'd like to reopen the same position later in the year, you are able to reopen a closed description.

Complete the Job Description details using your competitively written job description. Your position will be approved and be viewable by students in under 48 hours.

Resources: Society of Human Resources Management, University of Denver, National Association of Employers and College