Clark University Hiring Managers

*Instructions for posting student employment positions in the Clark Recruiter*

*All questions regarding the Clark Recruiter and posting positions should be directed to the LEEP Center: leepcenter@clarku.edu or x8819. Questions about hiring/paperwork should be directed to the Financial Aid office: finaid@clarku.edu or x7783.*

If you have never created a job description before, please use the following student employment description examples as a guide:

- Student Assistant
- Student Office Coordinator
- Student Proctor

**Index**

*Posting a student employment job after registering for an account*

*Returning to the database to post positions*

*Notification from applicants*

**Posting a student employment job immediately after registering for an account:**

Once your registration has been accepted, you will be brought to a page that looks similar to the one below:

1. In the Position Type section, select “Clark Student Employment” from the list provided. **Do not** select any additional position types.
2. Leave the “Restrict Applications” and “Clark Alumni Referral” boxes blank. Those sections are not required.
3. Type in the title of your position. Common examples include “Student Assistant,” "Student Receptionist" and "Help Desk Consultant."
4. If you have multiple openings for the same position, you should also add that to the title. For example, the title should read “Student Assistant (4 openings)”
The following sections are all required to be filled out.

5. Use your best judgment in selecting what “Job Function” makes sense for your opening. There is no limit to how many functions you can select, so choose all that apply (to select more than one, hold CTRL and click.)

6. Type or copy in a description of your position in the “Job Description” section. Descriptions can range from a bulleted list, to one or multiple paragraphs. You should include specific job duties and responsibilities in this section.

7. Certain positions require specific qualifications. Include these in the “Qualifications” section. This could include qualifications like: strong organizational skills, experience working in an office setting, or must be able to lift 30 lbs. or more. You can also add required available hours in this section. If your posting does not have explicit qualifications, enter “No qualifications specified” or “N/A” in the text box.

While only the location and compensation type fields are required in this section, feel free to fill out all that apply to your posting. This includes: salary level, compensation details, desired start date, and approximate hours/week.

8. City/State/Country should be: Worcester, Massachusetts, United States. Helpful Hint: United States is first on the country list, no need to scroll down.

9. Choose “hourly” from the compensation type drop down list.
10. The following sections can be left blank, as they apply more to non-student employment postings. This includes travel percentage, desired majors, GPA, work authorization, and class level.

11. It is not required that you choose class levels you wish to hire, but if you would like to specify, select one, or multiple options by pressing the control button (PC) or command button (mac) on the keyboard and clicking on the desired years. *Students who do not meet the specific class level criteria indicated will still be able to apply for your position.*

Please follow the “How to Apply” section carefully.

12. Under the “How to Apply” section, please select the “E-mail” box. **Do not select any additional options.**

13. An additional section will populate asking for a “Default email address for resumes” Please add the email address you would like students to send their resume to in order to apply. All students applying for student employment positions are now required to submit a LEEP Center approved resume.

14. If you would like students to submit a cover letter or additional documents for your position, select those boxes as well. This is not required for all positions; it is up to the hiring manager.

15. The expiration date should be the final day you are willing to accept student resumes. Please keep in mind that positions should be open for a minimum of three business days.

16. Leave the “Automatic Application Packet Generation” section blank.

17. You will see either a “done” or “submit” button; click on it.
If your posting has been filled out correctly, you will be brought to a similar page.

Please note that your posting needs to be approved by a LEEP Center staff member before information will be visible to students. There is a 48 hour weekday approval turn around. Postings submitted on a Friday will be approved the following Monday.

Once the position is approved, it will be visible to students.

Returning to the database to post positions

- Sign into your Clark Recruiter Account.
- Once logged in, your home screen should look similar to the one below.
To view a list of your current postings, or to post new positions, select the “jobs & internships” tab at the top of the page.

Once this tab is open, you should see a list of approved postings, if you have any.

To post new or additional jobs, click on the “add new” button and follow steps 1-18.

Once your job/s is approved by a LEEP Center staff member, it will be visible for students to see.

**Notification from applicants**

Each time a student applies for your position/s you will receive an email, similar to the one below, informing you that you have received a new application, and attached will be the student’s resume (and cover letter, if you chose to make that a requirement.)

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From: LEEP Center

Subject: Resume Submitted from a Clark University student

May 03, 2016, 8:37 pm

Dear Jane Doe:

has submitted a resume for you to review. This resume has been attached and is for the position of [position].

If you have any questions regarding your job posting, please feel free to contact Career Services.

Sincerely,

Career Services
Clark University
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Each department will handle scheduling interviews, phone calls, meetings with applicants on their own.

Once you decide on students you wish to hire, please contact the Financial Aid Office for proper paperwork.

If you have filled your position and would like to remove it from student view before the expiration date, log into your account, click on the jobs & internships tab at the top of the page, find the position you would like to remove from the list and click on the “Deactivate” button.