

## Handshake Instructions and Job Template Example for Federal Work Study (FWS) and Departmental Hires (Change the below to meet your departmental needs)

1. Log in Handshake.
2. Click “Jobs” on the left-hand column.
3. Click “Create Job.”
4. Add information about the job description. See below for an example.

### Position Summary: **\*one sentence summary**

Career & Professional Development Office Assistants provide customer service for UNCG students, staff, and faculty, as well as employers seeking to hire Spartan talent!

### Skills You Will Acquire/Strengthen: **\*include the top 5-6 skills students will gain**

Students employed in this position can expect to gain competency in the following areas:

- Communication skills (oral and written)
- Interpersonal skills
- Problem-solving skills
- Time Management & Prioritization skills
- Customer service skills
- Conflict management skills

### Specific Responsibilities: **\*major tasks are listed here; ensure you are clear about what daily tasks will be**

- Provide coverage for the front office, including but not limited to answer emails and phone calls, assist guests who visit the space, maintain a tidy work environment, stay aware of CPD events, resources, and services to provide exceptional customer service.
- Assist with administrative tasks for up to 5 career fairs and additional special events throughout the academic year. These tasks will require exceptional attention to detail and the ability to closely follow directions when necessary.
- Provide administrative support to CPD staff in planning and preparing for office presentations, interviews, and student appointments.

### Minimum Qualifications: **\*include FWS requirement (if FWS job) and other minimum qualifications related to the job**

- Applicant must be a full-time UNCG student enrolled for Fall 2025 who has been awarded and has accepted Federal Work Study for the 2025-2026 academic year. **(include if FWS)**
- The applicant is expected to have a basic understanding of computer software programs such as Microsoft Office, Excel, and Word.
- Applicant should have excellent written and oral communication skills, including excellent grammar and electronic correspondence etiquette.

### Knowledge, Skills, and Abilities Requirements: **\*desired characteristics and availability**

- Applicants should be well-organized and detail-oriented and comfortable with multi-tasking and accomplishing various tasks within strict time constraints.
- Applicants should demonstrate a strong work ethic, reliability, and a willingness to learn.
- Applicant should be able to provide friendly and action-oriented customer service

Applicant should be able to work 4-10 hours per week **\*FWS students cannot work more than 20 hours per week during the academic year**

***Our office is open from 8am - 5pm Monday - Friday, and we are looking for students who are available for shifts no shorter than 2 hours at a time during our standard work week.***

If you DO NOT have federal work study (FWS) as part of your accepted financial aid package, you ARE NOT eligible

for this job. To find FWS status, students can check their financial aid package through UNCGenie. All FWS award questions can be answered by Financial Aid: [Financial Aid | Spartan Central](#) \*Include this statement if FWS, to let students know about FWS eligibility and ensure they do their research to ensure they qualify for a FWS job.

#### 5. Add Job Title

**Job Title:** (FWS) Career & Professional Development Office Assistant (Federal Work Study Only) \*be sure to include FWS in the title if the role is FWS. If the role can be FWS or departmental hire, include in description that the students with FWS eligibility and without can both apply. If the role is departmental pay, no need to include verbiage regarding FWS anywhere in the title or description.

Example title for role that can be FWS or departmental hire: Career & Professional Development Office Assistant  
Include in the description: This role is open to all students regardless of FWS eligibility.

Example title for a departmental pay role: Career & Professional Development Office Assistant  
Include in the description: No need to indicate FWS anywhere as this is a departmental pay role.

**Do NOT check the Work-Study program box here!** If you do this, your job will not sync to the UNCG Handshake job board, and the role will not be open for students to apply. That is why it is important that you mention FWS several times in the role description if the role is FWS.

#### 6. Select Position type (On Campus Student Employment)

#### 7. Select location requirements (Onsite, Remote, or Hybrid) and onsite location

**Onsite Location:** Career & Professional Development – 507 Stirling St, #1 Elliot University Center \*state exactly where the student will be working

#### 8. Indicate Time Requirements and duration

\*FWS students cannot work more than 20 hours per week during the academic year

#### 9. Provide expected pay

**Expected Pay:** \*\$10 is the minimum you can pay a student while the most is usually \$25  
\$12/hour

#### 10. Categorize your job by job role group, for example: Office and Administrative Support Workers, Customer Service Representatives, etc.

#### 11. Candidate qualifications. Here you will select work authorization, skills, school year, majors/major groups, etc.

**School year:** \*select years you want to recruit  
Sophomores, Juniors, and Seniors

**Major or Major groups:** \*you can leave as all or indicate particular programs

#### 12. Choose schools, UNC Greensboro will be the default, click Continue.

#### 13. Application process, here you will decide the open/close date, number of hires, be sure you select “on Handshake” for applications.

**Additional required documents on Handshake** \*you can select cover letter, resume, etc. and will want to require proof of FWS award if this is a FWS job. Click “Other” and include this instruction: Please submit proof of your FWS award with your application by uploading a screenshot.

#### 14. Hiring team

It is important that anyone who is listed as a supervisor or recruiter for a role has proper access to Handshake, can follow up with candidates and will be responsive to candidates who may inquire about application status. Do not list coworkers that will not interact with the student employee and who may not willing to be publicly listed as attached to the role/be contacted by inquiring students

#### 15. Review job details

#### 16. Click “Post Job”