

## Work Study: A High-Impact Opportunity for Students

Students who qualify for need-based financial aid and receive Work Study (WS) as a part of their aid offer have the opportunity to participate in high-impact WS opportunities. WS can help students work toward a future career by helping them to:

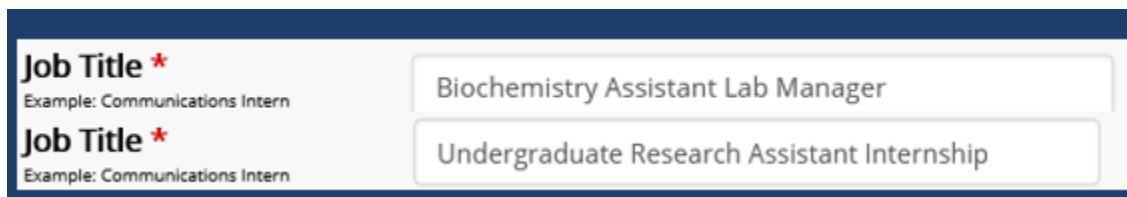
- Explore and refine career interests
- Enhance professional and personal skills
- Increase motivation for school
- Gain a competitive edge on the job market
- Develop a network of professionals

When learning about various positions, students rely on the Job Details screen, a summarized collection of information, descriptions, and requirements for an overview of each position. The job posting you provide is sometimes the *only* piece of information students have to determine whether your position will help them achieve their post-graduation goals. Therefore, it is important to provide the most thorough and attractive job posting possible. This guide serves as a framework on how to review the needs of your position, distill those needs into essential components, and translate those components into a job description for posting on JobX.

### Job Title

Job titles are important on growing resumes as they represent the student's level of experience and emphasize the progress they are making towards their desired career. By developing a job title that is competitive and showcases the level of importance the student will hold in their field, you will directly contribute to their post-graduation career opportunities.

Here are some examples of strong job titles:



The image shows a screenshot of a job posting form with two input fields. Each field is preceded by the label 'Job Title \*' and a smaller example: 'Example: Communications Intern'. The first input field contains the text 'Biochemistry Assistant Lab Manager'. The second input field contains the text 'Undergraduate Research Assistant Internship'.



## Job Description

In a later section of JobX you will select the learning outcomes for your position. Here, you may choose to build off the learning outcomes and list the specific skills that your student will obtain. At minimum, please provide a basic overview of duties, tasks and any relevant or atypical information about the work environment.

Here is an example of a strong job description section:

**Basic Overview:** This position provides independent support to the Assistant Director of Employment Programs in the Office of Scholarships and Student Aid. The goal of this position is to accomplish content updates to award tracking tools, evidence-based resources for students and supervisors, and website and media presence. Projects will include planning outreach strategies for work-study recruitment of students and supervisors as well as survey recruitment for work-study research metric gathering. The person in this role must understand the disparities that exist in financial aid and appreciate the work-study program's role in mitigating economic burdens amongst students with financial need.

**Work Environment:** Will be exposed to laboratory equipment such as: (hazards)

**Students will gain experience in the following skillsets:**

- Qualitative data analysis
- Quantitative data analysis
- Research

**Additional Info about the Office:** Our office focuses on diversity and inclusion. We have weekly team meetings where you will be provided with feedback and checkpoints on completed and in progress positions.

## Job Requirements

This section provides you an opportunity to list the requirements a candidate will need to possess to fulfill the position and be successful. These include:

- **Knowledge:** information the student must know
- **Skills:** tasks the student must be able to perform
- **Abilities:** the capacity of the student to perform a duty
- **Other:** any additional requirements of the position; clarification whether the requirements are needed to be hired or can be developed while in the position



## Learning Outcomes

After reflecting on the skills you listed in the job description, review the associated learning outcomes below. Please select a **minimum of three** broader learning outcomes to emphasize in your job posting. This is a highly visible and transparent way for students to identify positions that meet their academic, professional, or even personal goals. This section is crucial for students as it allows them to expand the content of their resume and have speaking points during future interviews.

### **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



## The 7 Learning Outcomes: A Brief Description

1. **Professionalism & Work Ethic:** Student demonstrates personal accountability, effective work habits and embodies a growth mindset. They understand the effect that non-verbal communication has on their professional work image and thus, chooses to act ethically and responsibly.
2. **Career Management:** Student can self-advocate by speaking about their skills, strengths, knowledge, and experiences relevant to the position and can ask for opportunities in their current workplace. They can explore other job options, pursuing next steps and using their discretion to make the right choices regarding their long-term career goals.
3. **Creativity & Problem Solving:** Student demonstrates ability to obtain and interpret data, exercise sound reasoning to analyze issues, make decisions, and overcome problems in creative and innovative ways.
4. **Global Perspective:** Student approaches learning from diverse cultures, races, ages, genders, sexual orientations, and religions with respectfulness, openness, inclusiveness, and sensitivity.
5. **Communication:** Student can clearly and effectively articulate thoughts and opinions in both written and oral formats via email communications, technical reports, public speaking opportunities, etc.
6. **Technical Application:** Student demonstrates ability to leverage existing technologies, as well as to adapt effectively to emerging technologies.
7. **Teamwork, Collaboration, & Leadership:** Student demonstrates ability to effectively work with team members on collaborative efforts.

Thank you for participating in our program and developing your job posting with genuine consideration. Your job profile, along with the skills and learning outcomes you identified, will be part of your student's end-of-semester required evaluation. During these evaluations, you will assess the utilization and development of these skills. From there, students will take their evaluations along with the original job posting to University Career Services (UCS), where they will receive guidance on writing their resume. Thank you for directly paving the way for our students with financial need to become superior job applicants and assisting them in opening the door to their next opportunity.