When posting positions on IUPUITalent (http://iupui-talent-csm.symplicity.com/employers) for students to access through JagJobs and other school-specific career services systems, your posting will go through an approval process to ensure specific criteria are met and students have adequate information to apply for the position. The most critical areas for a job posting include the Position Type, Job Title, Job Description, and Qualifications sections of the online job posting form.

**Position Type:** When posting a position, you’ll be given the choices for categorizing the type of position. IUPUI departments should:

- Select “IUPUI Jobs On-Campus” when posting a student temporary position only (open to all IUPUI students).
- Select “IUPUI Approved Work-Study” when posting a position only available to students with Federal Work-Study awards.
- Select both “IUPUI Jobs On-Campus” and “IUPUI Approved Work-Study” if the position is open to both students with and without Federal Work-Study awards.

**Job Title:** Position titles should describe the main role(s), functions and responsibilities of the position rather than simply a functional area (i.e., IT Support), funding source (i.e., Work-Study Student), or vague titles (i.e., Student Worker).

**Job Description Section:** The job description section of the job posting should outline specific duties and responsibilities of the position and should be more than a few lines of text. This section should include main functions of the position, as well as specific projects and tasks, preferably categorized with percentages assigned to each category. It is also recommended that you include a small summary about your organization/office/department so that students are aware of the role and purpose they would contribute to as an employee.

**Qualifications Section:** The qualifications section of the job posting will help students understand whether or not they meet the requirements and preferences of candidates you are interested in. Including specific criteria in this section will also increase the quality of applicants who apply to your position. Include both required and desired qualifications in this section, specific to education and experience, as well as knowledge, skills, and abilities. You may also include specific GPA, schedule, and coursework requirements/preferences, in addition to ensuring students interested in specific career paths express interest in the position.

For IUPUI departments and approved Community Work-Study agencies recruiting specifically for students with a Federal Work-Study award, all or part of the following blurb can be placed into the qualifications section of the job posting:

*This position is limited to candidates with a Federal Work-Study award. To verify you have a Federal Work-Study award, please go to your OneStart Account, Student Center, Financial Aid Summary. If you have an award, it will be listed with the rest of your financial aid (loans, grants, scholarships, etc.). This video also directs you to the correct screen: https://www.youtube.com/watch?v=ivmgvr2y5S0 You may also email the Office of Student Financial Services at finaid@iupui.edu to inquire about eligibility.*

**Contact Us:**
The IUPUI Office of Student Employment is available to assist you with developing your job posting and job description to ensure a meaningful, academically relevant work experience for IUPUI students. Please contact us if you have any questions about enhancing the posting, posting the position, or about student employment in general.