



Hiring Student Employees at CAP

Due to the Equal Pay for Equal Work Act, job postings are now required for all student employment positions. This includes Student Assistants, Research Assistants, Graduate & Undergraduate Assistants.

Teaching Assistants are also included in this new requirement but Handshake postings for Teaching Assistants are managed by College Departments. If you need to hire a TA, please contact your Department Chair or Associate Chair. Please do not post your own Teaching Assistant openings.

Follow this process to find and hire new student talent in three easy steps!

1

Develop Posting and Post Opportunity to Handshake Job Board

Follow the process on page 2 of this document to join Handshake as an employer.

Develop your job posting and post your job opportunity to Handshake.

2

Review Application Materials and Interview Applicants

Either periodically or at the end date of your posting.

Interviews are suggested but are not required at this time.

3

Select Your Finalist and Send Hiring Request to CAP Human Resources

Use the form linked below to submit your finalist's information to CAP.HR for onboarding

[CAP Human Resources Hiring Request FormStack](#)

Student Employees may not begin work until they complete onboarding and pass required background checks

Have Questions? Contact CAP.HR@ucdenver.edu



College of Architecture and Planning

UNIVERSITY OF COLORADO **DENVER**

In line with Campus requirements under the Equal Pay for Equal Work Act, please use Handshake to promote and recruit for our student employee positions. This should increase your pool of candidates and give greater transparency to our hiring. You can post your positions directly to Handshake once you've been approved as an "Employer." Directions to do so are below. Thank you!

Step 1: Sign up as an individual.

1. Start by visiting this website to sign up for an employer account:
https://app.joinhandshake.com/employer_registrations/new?employer_invite_token=fkMQfmZwrOXbrvpdZAxg6B51f1X9yYo
2. **Use your @ucdenver.edu email address.** This will ensure you can connect to CU Denver on Handshake.
3. **Select "Arts & Design" and/or "Civics & Government"** under "Tell us which student you wish to recruit." This captures Architecture, Urban Planning, and Landscape Architecture.

Step 2: Join CU Denver on Handshake

1. Once registered, the employer "CU Denver" will be pulled up based on your email address. **Select Join Company** and an approval request will be sent to a member of Career Services.
2. Approval as a contact may take up to 48 hours. Once approved, you can post jobs immediately.

Step 3: Post a job!

- Once logged in and approved, you can post a job from your home dashboard.
- **Suggested job roles:** Architects, Urban and Regional Planners, Landscape Architects
- **Suggested majors:** Select Art and Design and/or Civics & Government (for planning and urban design) then *uncheck* all but Architects, Urban and Regional Planners, and/or Landscape Architects
- **College:** College of Architecture and Planning
- You can indicate in the job description that CAP students are preferred.
- You can list details about the job, including responsibilities, timing, preferred skills, etc. in the DESCRIPTION Section.
- See pages 2 and 3 for a job posting template and example. Contact CAP.HR@ucdenver.edu with any questions on requirements. You should copy and paste this entire template into the DESCRIPTION section.
- **You must include a pay amount.** [Here is CAP's student employee pay scale guidance.](#) If it is a range, please list the minimum and add the pay range in the DESCRIPTION section.
- After completing preferences for the job, **Add School: University of Colorado Denver.**

Questions? Please also do not hesitate to email Jen.Skidmore@ucdenver.edu or CAP.HR@ucdenver.edu

There are also resources from Handshake here with more information: <https://support.joinhandshake.com/hc/en-us>

STUDENT EMPLOYEE - JOB DESCRIPTION TEMPLATE

All * Fields Required. Please do not edit or remove the final 3 sections.

*Department:

*Supervisor:

*Job Title:

*Job Location:

*Position Purpose:

*Job Description:

*Eligibility Requirements:

*Length of Employment:

Remarks:

*Pay Rate/Range:

*Application Process/Requested Materials:

***Diversity and Equity:** The University will provide reasonable accommodations to applicants with disabilities throughout the employment application process. To request an accommodation pursuant to the Americans with Disabilities Act, please contact the Human Resources ADA Coordinator at hr.adacoordinator@ucdenver.edu.

The University of Colorado Denver | Anschutz Medical Campus is committed to recruiting and supporting a diverse student body, faculty, and administrative staff. The university strives to promote a culture of inclusiveness, respect, communication and understanding. We encourage applications from women, ethnic minorities, persons with disabilities, persons within the LGBTQ+ community, and all veterans. The University of Colorado is committed to diversity and equality in education and employment.

***Background Check Required:** The University of Colorado Denver | Anschutz Medical Campus is dedicated to ensuring a safe and secure environment for our faculty, staff, students, and visitors. To assist in achieving that goal, we conduct background investigations for all prospective employees.

***Vaccine Requirement/Exemption Information:** The University of Colorado has a requirement for COVID-19 vaccinations and full completion thereof by 9/1/21 or upon start date. Information regarding this requirement, and exemptions can be found at: <https://www.ucdenver.edu/coronavirus>

Exemptions vary by campus location/department.

Campus/Unit-Specific Exemptions:

- Anschutz Campus – Exemptions are allowed for medical or religious reasons.
- Denver Campus - Exemptions are allowed for medical, religious, or personal reasons.
- Consolidated/Central Services Administration – Will follow Anschutz policy on exemptions.

STUDENT EMPLOYEE - JOB DESCRIPTION EXAMPLE

Department: Student Employment

Supervisor: John Doe, Finance & Accounting Professional

Job Title: Student Assistant, Finance & Accounting Assistant

Job Location: University of Colorado, Denver Campus

Position Purpose: The Student Assistant assists financial aid office professionals with clerical and communications duties related to student employment and financial aid services.

Job Description: This position is responsible for a variety of operational tasks including data entry, communications, recording/updating information, assisting professional staff with special projects, general office and clerical duties, and other duties as assigned. Training is provided both in person and via web training application.

Eligibility Requirements:

- Must be proficient in the Microsoft Office Suite, including Outlook, Excel, and Word
- Must be dependable, detail-oriented, flexible, organized, willing to learn, possess the ability to multi-task, and have a professional demeanor.
- Must have solid written and oral communication skills, including the ability to communicate clearly and professionally via telephone and email.

Length of Employment: Semester or yearly basis

Remarks: The Student Assistant commits to showing up for work diligently and punctually, honesty, performing assigned tasks, following directions, taking initiative, reliability, confidentiality, checking work for thoroughness and accuracy with attention to detail, and interest in learning new skills, especially mandatory computer skills. Ideal candidates will be willing to work up to a maximum of 25 hours weekly.

Pay Range: \$15.00 - \$18.00 per hour

Application Process/Requested Materials: Apply through Handshake. Include a resume and cover letter with your application.

Diversity and Equity: The University will provide reasonable accommodations to applicants with disabilities throughout the employment application process. To request an accommodation pursuant to the Americans with Disabilities Act, please contact the Human Resources ADA Coordinator at hr.adacoordinator@ucdenver.edu.

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