**Job and Internship Posting Template**

KU Career Services needs the following information to post a job or internship to the HireJayhawks.com system. A formal posting is required in order to make the opportunity available to all potentially qualified candidates. Posting your position to HireJayhawks.com is the most effective way to develop a candidate pool of qualified students or graduates. The size of applicant pools vary based on a number of factors including the posting timeframe and timing of the posting during the academic year. If you need additional assistance developing a candidate pool please contact the relevant career services office.

* **Position Type** - Options include: professional; internships/apprenticeships/co-op; part-time student jobs; project, gig, short-term job; fellowship; volunteer; undergraduate research opportunity; service learning; graduate research opportunity; community engagement project; other; and remote/virtual
* **Employer/Company/Organization**
* **Contact Information for Representative of Employer/Company/Organization** - This is used for internal posting purposes. (The contact may choose to display or hide contact information to applicants)
* **Job Title**
* **Position Description -** This may be as thorough or as brief as desired. If a formal position description is available, this should be included. If not, information to be outlined in this section might include:
	+ - A description of the hiring organization
		- Project that the intern/employee might expect to contribute to
		- Expected deliverables of the intern/employee
		- Key skills and attributes required or preferred
		- Compensation details (If the position is unpaid, we recommend indicating so)
		- Any unique benefits associated with the opportunity
		- Logistics of internship (hours per week, flexibility of hours worked, etc.)
		- Anything else that might help generate interest on behalf of potential applicants.
* **Application Process**
	+ We recommend facilitating a resume collection process through HireJayhawks.com. This will enable the hiring organization to receive a bundle of all candidate materials at the end of the posting timeframe. This will also enable BCS to monitor your applicant pool and facilitate additional promotion of your position as needed.
	+ In addition to this, you may also direct applicants to e-mail a point of contact directly and/or apply online through your website. If another application process is preferred, please indicate so.
	+ Many organizations elect to collect resumes through HireJayhawks.com, and to also direct students to formally apply via their website. Students are accustomed to this process.
* **Location (S)**
* **Job Function(s)** – (Optional- our system provides a list)
* **Major**
* **Degree Level** – (Optional)
	+ Bachelors, Masters, MBA, Doctoral, Juris Doctor, Credential/Education Certification
* **Desired Class Level** – (Optional)
	+ Freshman, Sophomore, Junior, Senior, Graduate Student, Alumnus
* **Work Authorization**
	+ Options include:
		- Employment visa or sponsorship required now or in the future
		- Legally authorized to work indefinitely in the United States without sponsorship
		- US citizen
* **Grad Date Range**
* **GPA Minimum** – (Optional)

KU Career Services is happy to provide guidance and input regarding position descriptions. We want to help you be successful in identifying the talent for your business needs. Please do not hesitate to contact us with questions.

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| **University Career Center**785-864-3624career.ku.edu | **Business Career** **Services**785-864-5591kubuscareer@ku.edu | **Engineering Career** **Center**785-864-3891ecc@ku.edu | **Journalism Career** **Center**785-864-7630Steve\_rottinghaus@ku.edu |