Want your posting to stand out to qualified applicants?
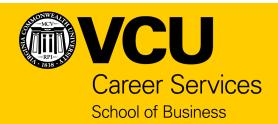
Outlined below are key headings and suggestions to make your job posting competitive. These sections contain the most valuable information to our student applicants, so providing them in a clean layout that will grab their attention and will provide better results for your company.

JOB DESCRIPTION (PARAGRAPH)

- Position description
- Position overview
- Position summary
- Job summary

JOB DETAILS (BULLET POINTS)

- Summary of job responsibilities and requirements
- Essential job functions
- Duties and responsibilities

QUALIFICATIONS

- Qualifications, skills, and abilities
- Technical skills
- Educational requirements
- Desired skills
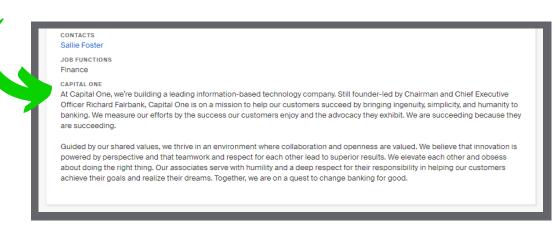- Knowledge, skills, and abilities
- Experience and education

SALARY AND BENEFITS

- Compensation
- Base pay
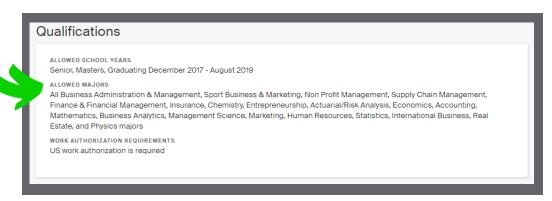- Fully vs. partial commission
- Stipend

TIPS AND TOOLS

- You don't need to put a company summary at the top of your posting information; it gets added automatically to the bottom of your job posting after the Contacts and Job Functions section. Instead, jump straight into the description and duties of the individual job so that students see that first.

- The "allowed majors" settings of the Qualifications section is key. Business Career Services staff send opportunities to students based on the majors employers designate.

NEW BizCareer

- When a posting is approved by BCS, it is tagged to ensure it feeds into our new BizCareer website. Students receive weekly job posting updates sorted by their major, thus guaranteeing the posting is pushed to the correct target student audience.