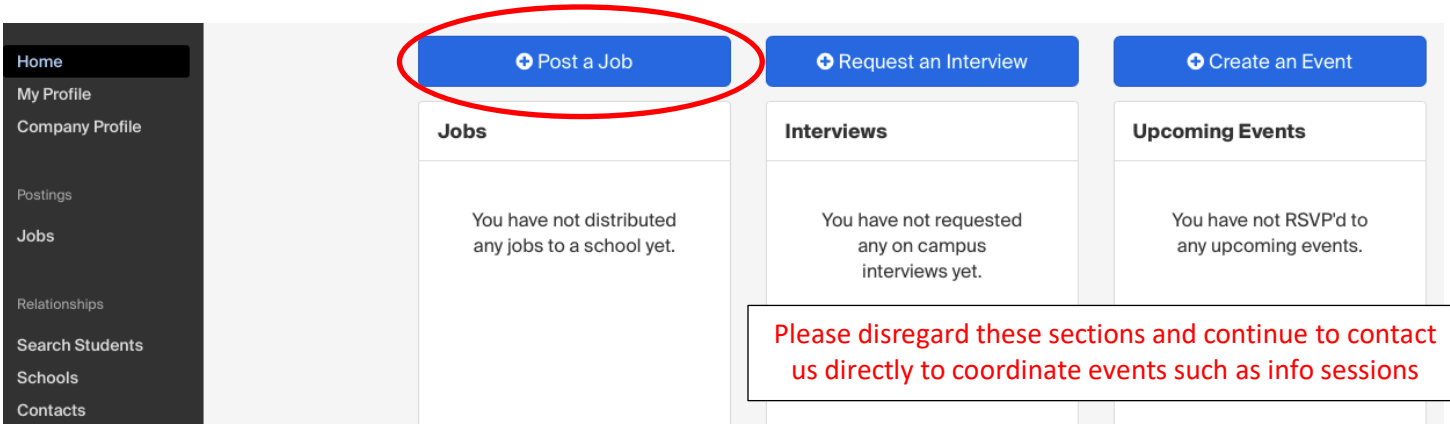
The University of Texas at Austin
School of Information
Career Development Office

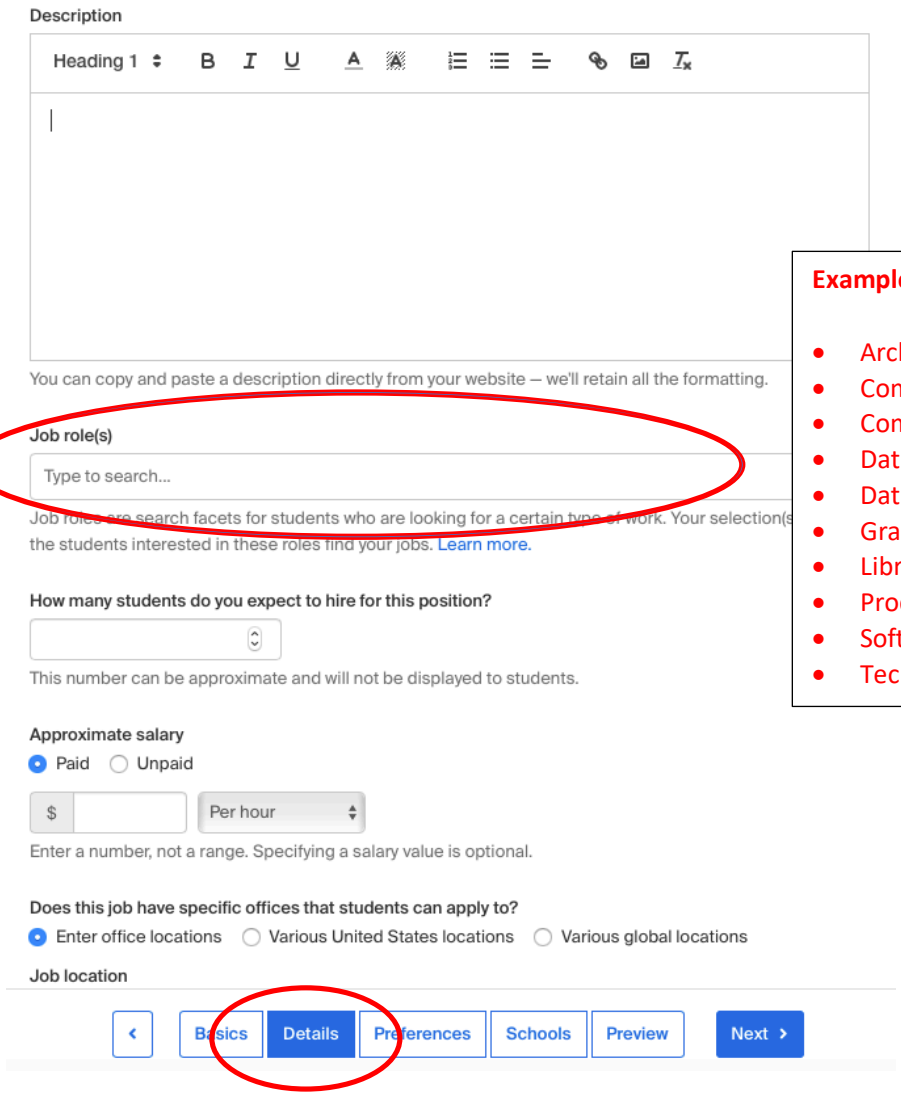
Posting an iSchool Position in HireUTexas Powered by Handshake

Handshake is a campus-wide platform accessible by all UT students, therefore below is some clarification that might be helpful if you are wanting to post a position specifically directed towards School of Information students.



Please disregard these sections and continue to contact us directly to coordinate events such as info sessions

Job role(s) field must be completed:

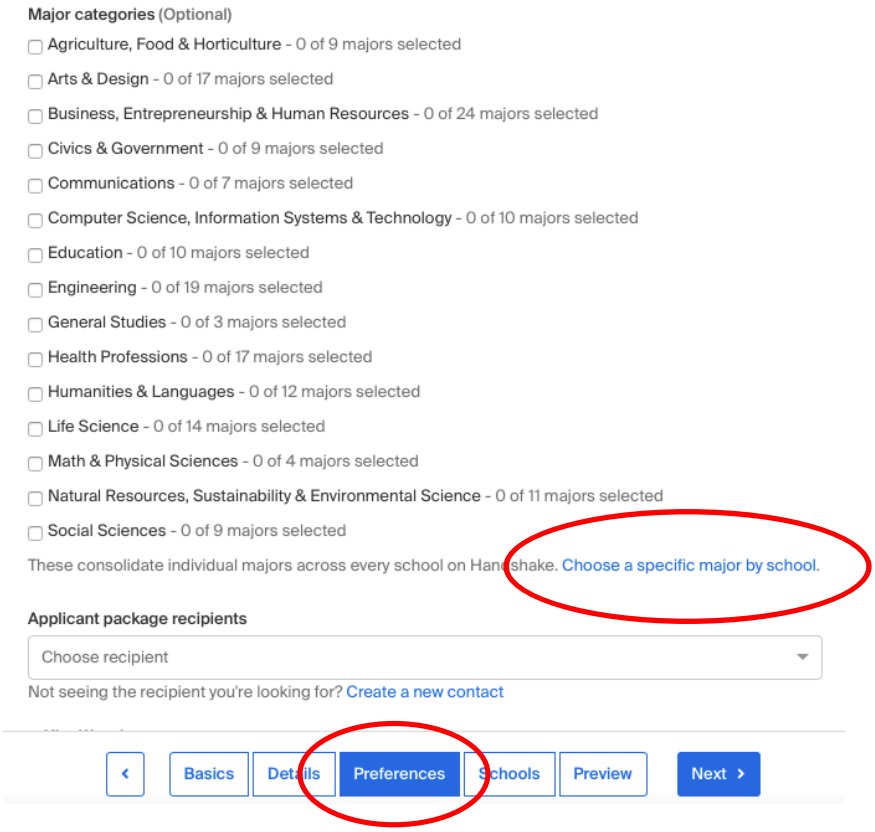


Example options for School of Information roles:

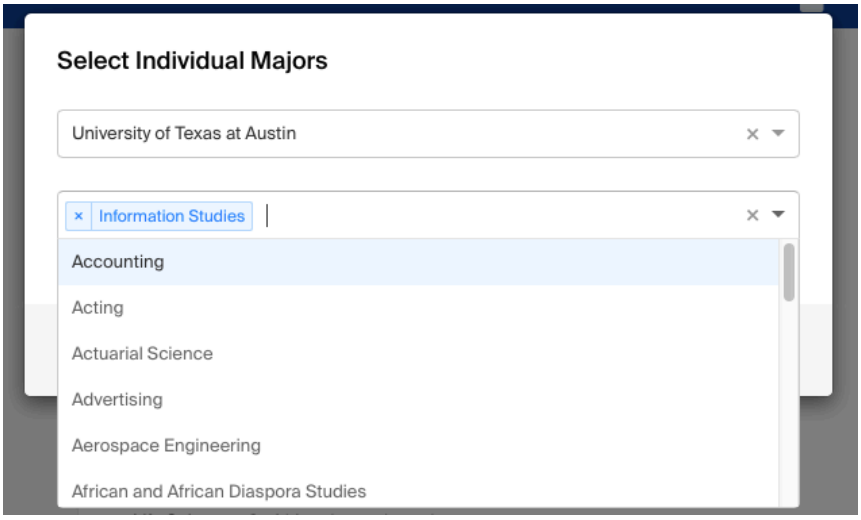
- Archivists, Curators
- Computer & Information Research Scientists
- Computer & Information Systems Managers
- Data Analysts
- Data Scientists
- Graphic Designers
- Librarians & Media Collections Specialists
- Product Designers
- Software Developers & Engineers
- Technical Writers

If only wanting to have iSchool students apply for your position

On the **Preferences** page, under **Major categories**, click on **Choose a specific major by school**



On the next screen, choose University of Texas at Austin then type in Information Studies

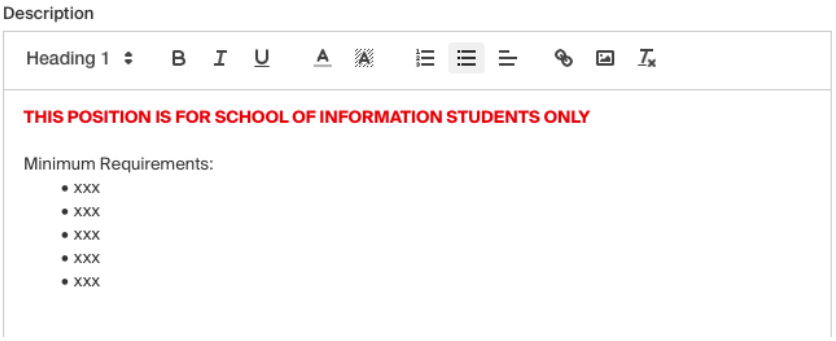


Please note: Even if you select individual majors, the position is still visible to all UT students and you may still get applications from non-iSchool students. The system unfortunately does not prevent non-iSchoolers from applying, however, non-iSchooler students will receive a message informing them that this position is intended for iSchool students only!

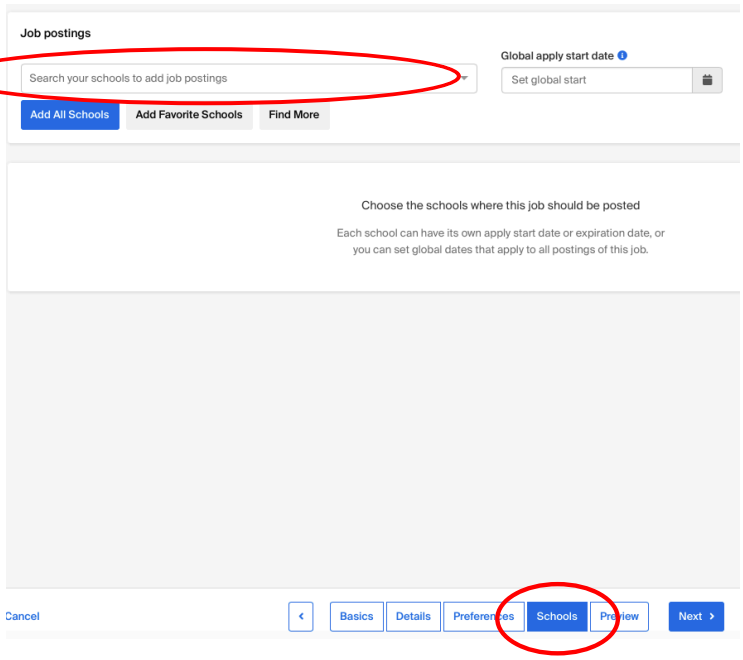
For this reason, we also recommend you state 'iSchool' in the job title, for example:

iSchool: Job Title…

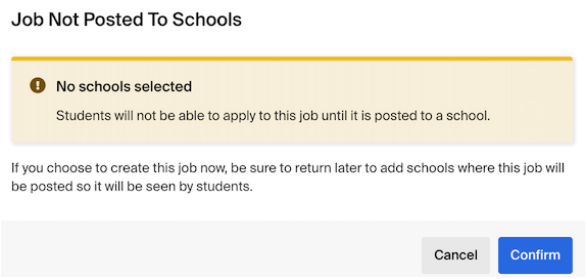
And we recommend you state it in the job description, for example:



If only wanting to recruit from UT, on the Schools tab, select <u>University of Texas at Austin from the drop down list</u>



If you do not select a School, your posting will not be posted. However, you will get an error message stating **No schools selected** before you can complete the process (see below):



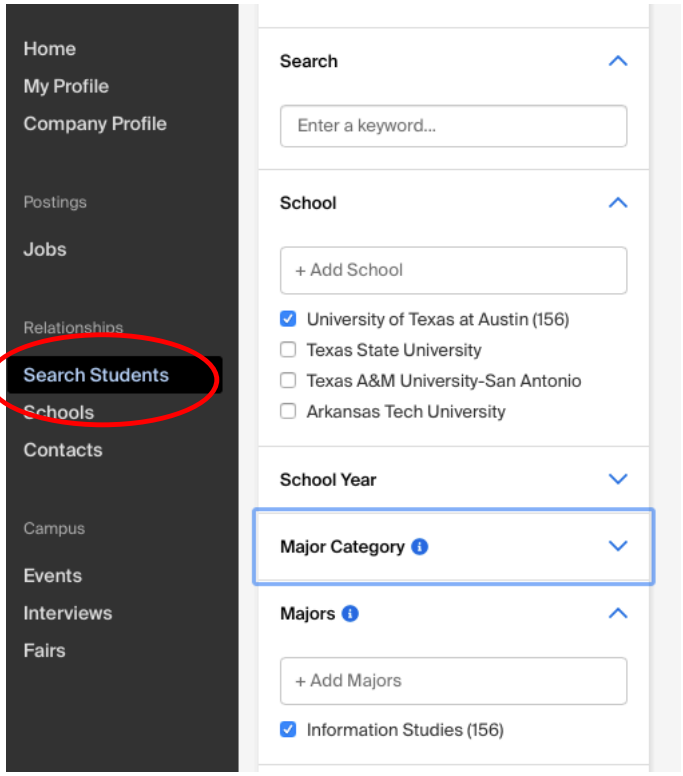
Posting Capstone Projects

If posting a capstone project please put iSchool + Capstone Project + Semester + Project Focus in the title, for example: ***iSchool Capstone Project – Spring 2021 (Data Visualization)***

You will also need to follow the instructions on page 2 to restrict applications to iSchool students. We also recommend clearly stating at the beginning of the job description:
THIS CAPSTONE OPPORTUNITY IS FOR SCHOOL OF INFORMATION STUDENTS ONLY

Searching Students

If you would like to search for iSchool students in Handshake, you can select **Search Students**, filter School to **University of Texas at Austin** and then under Major, type in **Information Studies**. A list of all iSchoolers who have made their profiles public will appear.



For More Information

About Job Roles
2 Minute Training Videos
Employer Handshake Help Center

CAREER DEVELOPMENT OFFICE | SCHOOL OF INFORMATION | UNIVERSITY OF TEXAS AT AUSTIN

@ careers@ischool.utexas.edu ☎ (512) 471-8806/2623 UTA 5.338/5.340/5.344