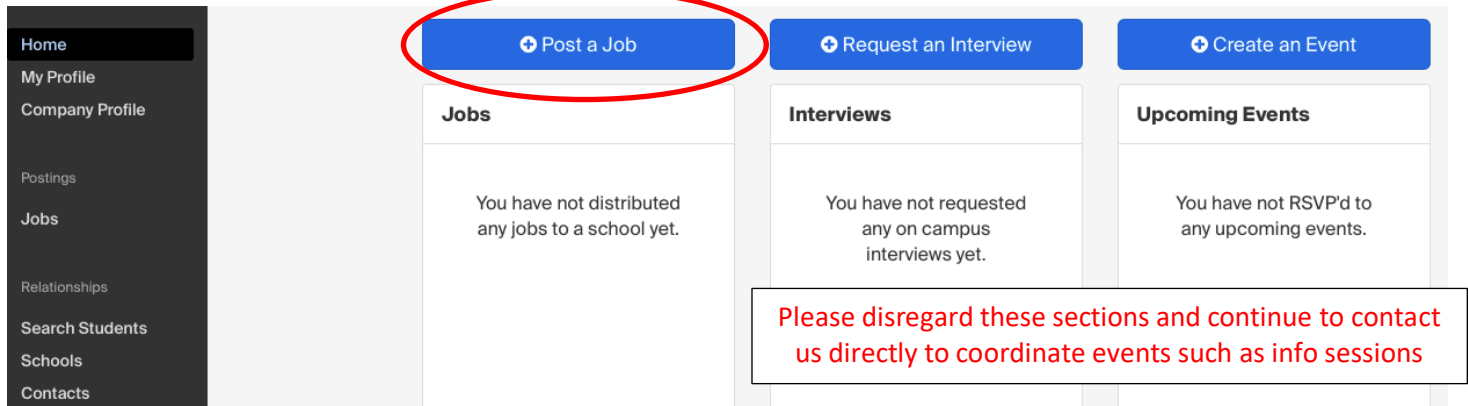


Handshake is a campus-wide platform accessible by all UT students, therefore below is some clarification that might be helpful if you are wanting to post a position specifically directed towards School of Information students.



[Home](#)
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[+ Post a Job](#) [+ Request an Interview](#) [+ Create an Event](#)

Jobs
 You have not distributed any jobs to a school yet.

Interviews
 You have not requested any on campus interviews yet.

Upcoming Events
 You have not RSVP'd to any upcoming events.

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

Job role(s) field must be completed:

Description

Heading 1 | B | I | U | A | [List Icons] | [Link Icon] | [Image Icon] | [Text Icon]

You can copy and paste a description directly from your website – we'll retain all the formatting.

Job role(s)

Type to search...

Job roles are search facets for students who are looking for a certain type of work. Your selection(s) will be used to filter the students interested in these roles and find your jobs. [Learn more.](#)

How many students do you expect to hire for this position?

[Dropdown menu]

This number can be approximate and will not be displayed to students.

Approximate salary

Paid Unpaid

\$ [Input] Per hour [Dropdown]

Enter a number, not a range. Specifying a salary value is optional.

Does this job have specific offices that students can apply to?

Enter office locations Various United States locations Various global locations

Job location

[<](#) [Basics](#) [Details](#) [Preferences](#) [Schools](#) [Preview](#) [Next >](#)

- 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](#)

Major categories (Optional)

- Agriculture, Food & Horticulture - 0 of 9 majors selected
- Arts & Design - 0 of 17 majors selected
- Business, Entrepreneurship & Human Resources - 0 of 24 majors selected
- Civics & Government - 0 of 9 majors selected
- Communications - 0 of 7 majors selected
- Computer Science, Information Systems & Technology - 0 of 10 majors selected
- Education - 0 of 10 majors selected
- Engineering - 0 of 19 majors selected
- General Studies - 0 of 3 majors selected
- Health Professions - 0 of 17 majors selected
- Humanities & Languages - 0 of 12 majors selected
- Life Science - 0 of 14 majors selected
- Math & Physical Sciences - 0 of 4 majors selected
- Natural Resources, Sustainability & Environmental Science - 0 of 11 majors selected
- Social Sciences - 0 of 9 majors selected

These consolidate individual majors across every school on Handshake. [Choose a specific major by school.](#)

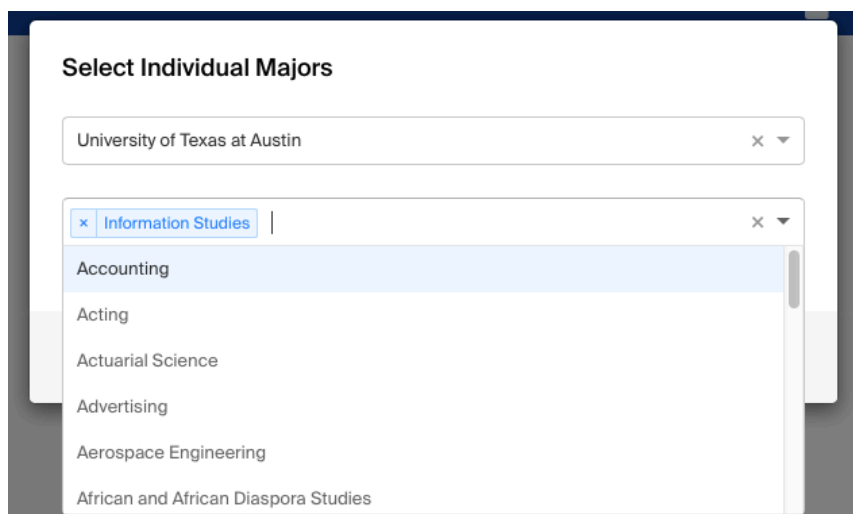
Applicant package recipients

Choose recipient ▼

Not seeing the recipient you're looking for? [Create a new contact](#)

[←](#) [Basics](#) [Details](#) [Preferences](#) [Schools](#) [Preview](#) [Next >](#)

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



Select Individual Majors

University of Texas at Austin × ▼

× Information Studies × ▼

- Accounting
- Acting
- Actuarial Science
- Advertising
- Aerospace Engineering
- African and African Diaspora 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:

Description

Heading 1 ▾ B I U A [Image] [Image] [Image] [Image] [Image] [Image] [Image] [Image] [Image]

THIS POSITION IS FOR SCHOOL OF INFORMATION STUDENTS ONLY

Minimum Requirements:

- XXX
- XXX
- XXX
- XXX
- XXX

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

Job postings

Search your schools to add job postings

Global apply start date ⓘ
Set global start [Calendar]

Add All Schools Add Favorite Schools Find More

Choose the schools where this job should be posted
Each school can have its own apply start date or expiration date, or you can set global dates that apply to all postings of this job.

Cancel < Basics Details Preferences **Schools** Preview Next >

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):

Job Not Posted To Schools

No schools selected
Students will not be able to apply to this job until it is posted to a school.

If you choose to create this job now, be sure to return later to add schools where this job will be posted so it will be seen by students.

Cancel Confirm

Posting Capstone Projects

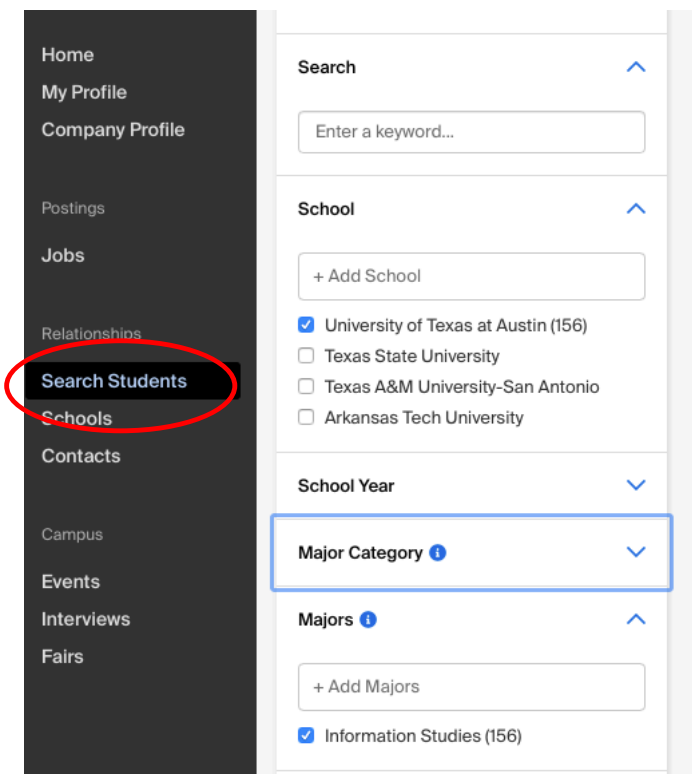
If posting a capstone project please put iSchool + Capstone Project + Semester + Project Focus in the title, for example: ***iSchool Capstone Project – Spring 2021 (Data Visualization)***

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](#)

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