

# BENEFITS OF HIRING AN ON-CAMPUS INTERN



Did you know that many departments on campus at FAU have internship opportunities available for students?

## OVERALL BENEFITS:

- Students develop **stronger relationships with FAU**, which directly contributes to retention and progression towards graduation.
- Prospective students and parents will **view the on-campus internship program positively** when considering which institution to choose.
- Students that participate in internships **are more likely to be employed** post-graduation.
- Creates an internship culture where all professionals interacting with interns feel connected to the professional development and **career success of FAU students**.

## DEPARTMENT BENEFITS:

- Contribute to student learning and the professional development of **future leaders**.
- **Increase productivity** on more senior level projects.
- **Develop** supervisory and mentoring experience.
- **Influence university wide efforts** pertaining to student success and post-graduation outcomes that are reported annually in the BOG metrics.

## STUDENT BENEFITS:

- **Convenient** location close to classes.
- Develop **NACE Career Skills** such as communication, teamwork and leadership
- **Network** with FAU professionals and develop a better understanding of their career goals.
- Gain **transcript notation and possible credit** towards degree completion by registering with an internship course.

Contact the FAU Career Center at [intern@fau.edu](mailto:intern@fau.edu) to get involved!



# STUDENTS WORKING ON CAMPUS

## REVIEW THE POSITION DESCRIPTION TO SEE IF IT CONTAINS THE FOLLOWING ITEMS:



Intentional learning objectives that are pre-set at the beginning of the experience



Evidence of developing transferable career skills (critical thinking/problem solving, global/intercultural fluency, career management, leadership, digital technology, professionalism/work ethic, oral/written communications, and teamwork/collaboration)



Routine feedback provided by supervisor in 1:1 meeting/review of learning objectives (weekly, biweekly)



Professional development opportunities (i.e. conferences, attending team meetings, shadowing, workshops, etc.)



Ownership of a project and/or supervision of staff

### IF THE DESCRIPTION HAS 3 OR MORE OF THE ITEMS...

This position could be classified as an **INTERNSHIP**

### IF THE DESCRIPTION HAS LESS THAN 3 OF THE ITEMS...

This position should most likely remain as a **STUDENT WORKER**

### NEXT STEP: LOOKING TO DEVELOP YOUR POSITION INTO AN INTERNSHIP?

Contact the FAU Career Center Internship Team ([career@fau.edu](mailto:career@fau.edu)) to set up a brief consultation. In the consultation, you will review the position description and determine next steps in establishing it as an official on-campus internship.

### NEXT STEP: DEVELOP YOUR STUDENT WORKER

The development of career skills in these roles helps position our students to be successful in landing internships and jobs.

**DID YOU  
KNOW?**

The IDS 3949 Professional Internship Course provides additional, educational components such as videos, articles and resources about the NACE career skills!

# FAU DEPARTMENT GUIDE: HOW TO POST JOBS & INTERNSHIPS IN HANDSHAKE

## TO CREATE A HANDSHAKE ACCOUNT:

- 1 Create your Handshake account by visiting [fau.joinhandshake.com/register](https://fau.joinhandshake.com/register)  
Use your first and last name, not department name
- 2 Select **Employer** account type  
Use your @fau.edu email address when you create your account
- 3 Once you complete your information, be sure to **verify your account** via the confirmation email from Handshake
- 4 A member of the FAU Career Center staff will then be notified to approve your account
- 5 Once approved, follow the steps to post a Job/Internship

## TO POST A JOB/INTERNSHIP:

- 1 Log on to Handshake
- 2 Click **Post a Job** on the top of your Handshake homepage
- 3 Fill out the fields in each section: Job Basics, Details, Preferences, and Schools. In the Basics section, be sure to select On Campus Student Employment as the Job Type and select Yes for Work Study Job if this is for Work Study Eligible Students only
- 4 Click on **Florida Atlantic University** in the Schools section so that your position is posted with us
- 5 Lastly, click **Create**

## TO REGISTER FOR A CAREER FAIR:

- 1 Log on to Handshake
- 2 On the left side of your Handshake homepage, click **Fairs**
- 3 In the **Search** tool bar, type **FAU** and click **Search**  
All of our fairs open for registration will appear
- 4 When you find the fair you would like to register for, click the blue Register button near the top of the page  
*\* If you see a green button that says "Registered", this simply means another FAU department has registered as well. In this case, click the drop down arrow on the Registered button and click Register Another Division.*
- 5 Select **FAU Department Booth** as the Booth Type
- 6 Please read carefully and fill out the required fields accordingly
- 7 Select **On-Campus Internships/Jobs** as your major cluster for tabling purposes
- 8 Lastly, click **Create Registration**

# Federal Work Study Program

- ❑ The Federal Work Study (FWS) program allows eligible students to be paid for on campus jobs and internships by federal funds rather than departmental budgets!
- ❑ Work Study provides jobs for undergraduate and graduate students who demonstrate financial need. Earnings from FWS positions are paid directly to the student. Positions can be renewed one semester or one year to the next if the student maintains eligibility.
- ❑ Students must have a current FASFA on file with FAU, demonstrate sufficient Financial Need, meet satisfactory academic progress requirements, and remain enrolled at FAU to qualify. Eligibility is subject to change as a student's financial aid offer is modified.
- ❑ Only full-time FAU employees with an established OPS Supervisory org can be FWS Supervisors. If interested, please email [workstudy@fau.edu](mailto:workstudy@fau.edu) and we will invite you to the FWS Supervisor Training in Canvas to get started.
- ❑ You can then begin posting positions in Handshake to hire FWS Interns and FWS Student workers.



Email: [workstudy@fau.edu](mailto:workstudy@fau.edu)  
Phone: 561-297-3529

# FWS HIRING PROCESS

1

## POST JOB ON HANDSHAKE

[app.joinhandshake.com/login](https://app.joinhandshake.com/login)  
(Make sure to choose "YES" when asked if this a work study job.)



2

## STUDENTS APPLY FOR JOB

Students who apply for jobs through Handshake are automatically screened for FWS eligibility during the process.



3

## INTERVIEW AND CHOOSE CANDIDATES

Hiring Department: Set up an interview with the applicants.



4

## SUBMIT NEED BASED EMPLOYMENT FORM

For hiring new Work Study students.



5

## FWS REVIEW AND START JOB REQUISITION PROCESS

Students will be notified via e-mail to complete the FWS Employment Application in Workday.



6

## HR STARTS BACKGROUND CHECK AND THE HIRING PROCESS

Students will receive a Background Check invitation from HireRight.



7

## HR NOTIFIES FWS OF BACKGROUND CHECK RESULTS



8

## FWS NOTIFIES SUPERVISOR AND STUDENT OF START DATE AND ONBOARDING TASKS

All NEW supervisors and students will receive a Canvas invitation to complete required FWS trainings. Students must complete the training on their first week of work.



The hiring process takes **2-5 weeks** depending on the student's background screening. **DO NOT** let student start work or training until you receive an e-mail from the FWS department with the student's official start date.

# SAMPLE INTERNSHIP POSITION DESCRIPTIONS

## SAMPLE INTERNSHIP DESCRIPTION #1

**Job Title:**

Accounting Intern

**Organization Name:**

XYZ Company

**Number of Openings:**

1

**Hours per Week:**

15-20

**Paid or Unpaid:**

Paid

**Wage/Salary:**

\$15/hour

**Start Date:**

1/9/17

**End Date:**

TBD

**Job Location City:**

Boca Raton

**Job Location State:**

FL

**Job Description**

- To collect and analyze financial and non-financial information.
- To conduct research using subscription database services and the Internet.
- To create reports to be used by the attorneys and accountants within the Division.
- To assist the attorneys and accountants with projects on an as needed basis.
- To perform other duties and special projects as needed.

**Qualifications**

- A student at an accredited university or college majoring in Accounting.
- Students will have completed at least one semester of intermediate accounting.
- Proficient with Microsoft software applications and use of the Internet.
- Able to organize and meet deadlines.
- A willingness to work both as a team member and independently.

**Application Instructions**

Apply through [Handshake](#).



## SAMPLE INTERNSHIP DESCRIPTION #2

**Job Title:**

IT Intern

**Organization Name:**

XYZ Company

**Number of Openings:**

1

**Hours per Week:**

15

**Paid or Unpaid:**

Paid

**Wage/Salary:**

\$12-\$17/hour

**Start Date:**

1/9/17

**End Date:**

TBD

**Job Location City:**

Miami

**Job Location State:**

FL

**Job Description**

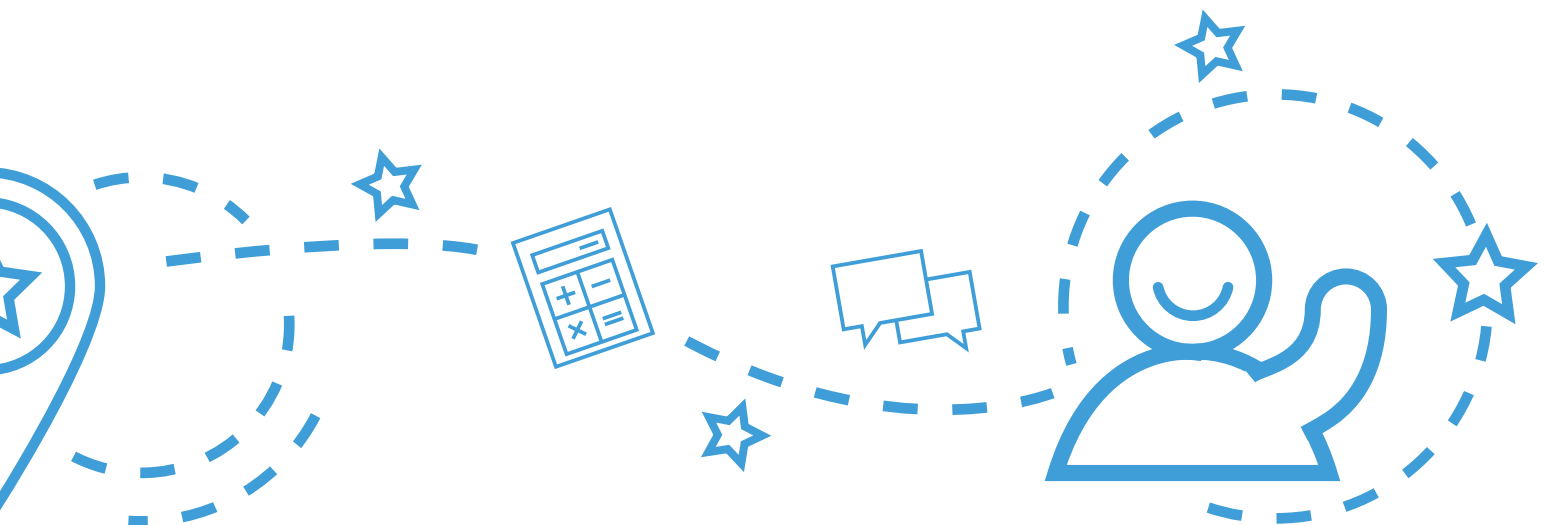
- Build and manage web scrapers, crawlers, and routines for harvesting data from the web and 3rd party APIs
- Gather and process raw data at scale (including writing scripts, web scraping, calling APIs, write SQL queries, etc..)
- Build and manage large database
- Work with analyst and sales force
- Purchase data

**Qualifications**

- Ability to design web crawler
- Ability to build large data base
- Ability to create intuitive, clean user interfaces
- Ability to work efficiently with non-technical teams

**Application Instructions**

Apply through [Handshake](#).



## SAMPLE INTERNSHIP DESCRIPTION #3

**Job Title:**

Public Relations Intern

**Organization Name:**

XYZ Company

**Number of Openings:**

2

**Hours per Week:**

15-20

**Paid or Unpaid:**

Paid

**Wage/Salary:**

\$15/hour

**Start Date:**

1/9/17

**End Date:**

TBD

**Job Location City:**

Boca Raton

**Job Location State:**

FL

**Job Description**

Company is looking for an intern interested in learning all aspects of the public relations field. The intern who fills this position should expect to learn the field from top to bottom, and will complete this program ready to enter any fast-paced firm with excellent skills. It's essential that applicants to this position have excellent communication skills, demonstrate creativity, and understand the importance of attending to even the smallest details.

**Learning Outcomes**

- Navigate through a fast-paced work environment.
- Know the operations of a successful business.
- Make business decisions and meet goals set out.
- Navigate through a professional work place with the skills needed to succeed.
- Negotiate and execute business decisions.
- Apply academic knowledge in a professional setting.
- Develop professionally relevant competencies and relationships in a work environment.
- Gain exposure to a chosen field and an understanding of business etiquette.
- Observe and begin to understand an organizational culture.
- Evaluate one's own performance in light of one's expressed goals and learning outcomes.
- Compare and contrast one's self-perception to the professional perception of the supervisor.
- Clarify one's calling through reflection on the internship experience.
- Critically evaluate the internship experience as an exemplar for the field.

**Qualifications**

Students applying for this internship must have strong communication skills and should be majoring in Public Relations, Communications, Marketing or Journalism. Applicants should also have strong writing skills, as well as a solid understanding of social media. Knowledge in Microsoft Office applications is a plus.

**Application Instructions**

Apply directly through company's applicant tracking system at [www.hireabccompany.com](http://www.hireabccompany.com).