

# ELON UNIVERSITY

---

## Student Professional Development Center

### *What makes a good job posting on the Elon Job Network?*

*Below is a list of all the fields available when creating a posting. The bolded items are required. We recommend that you fill out as many relevant fields as possible so that students can better search the database to find your opportunity.*

**Title** – The position title that the applicant would hold at the company. It should give the applicant an idea of the type of work they would be doing.

#### **Number of openings**

Hours per week

**Paid or Unpaid** – The unpaid option is for internships where only academic credit is received.

Wage/Salary

**Job Description** – Provide specific details on the type of work the applicant would be doing day to day and/or the types of projects they would be working on. This may include clarifying who the customer or client is and to whom the applicant would be reporting.

**Qualifications** – Provide specific details on the degree, experiences or qualities that are required for consideration or essential to success in the position.

#### **Is this linked to an on-campus interview schedule?**

#### **Application Method**

Application Details

Online Application Address – If you are requesting the applicant apply directly to your company website, paste the webpage link here so that it will automatically become a hyperlink for the applicant to click on.

**Job Location (City)** – Only insert the city name.

**Job Location (State)** – You can multi-select states as needed.

#### **Job Category**

#### **Position Type**

Minimum GPA

## **Work Authorization**

**Graduation Range** – Used to indicate what year(s) of graduation you may require, such as only juniors for an internship or only seniors for a full-time position.

Classification

Degrees

## **Majors**

**Screening Options** – You can select to screen applicants by any of the options. If applicants submit their resume through EJN then applicants who do not meet the requirements will not be able to apply.

## **Post Date**

## **Expiration Date**

**Show contact info in this job** – Do you want applicants to see your contact information? You can edit your contact information specific to each posting.

**Allow applicants to drop their resumes for this posting through the Elon Job Network for your review** – If you choose this option then resume submissions will be stored on EJN and can be accessed at any time.

**Email individual student applications to the contact email** – If resumes are being submitted through EJN then you will receive an email each time there is a submission. This option is only relevant if you selected yes to the previous question.