Posting Experiential Learning Opportunities for ULN Students

Thank you for your interest in recruiting a University Leadership Network student for your experiential learning opportunity. We wanted to update you on an exciting new way to post positions that you are hosting for ULN students and share how to get connected. All ULN positions will now be posted on HireUTexas Powered by Handshake. Please follow this guide to post positions for ULN students.

GETTING STARTED

First, we encourage you to schedule a 30-minute conversation with the experiential learning coordinator by emailing ulninternships@austin.utexas.edu to learn more about our program and our recruiting guidelines. Our students complete experiential learning opportunities during the Fall, Spring, and Summer semesters – to see the current recruitment timeline, please visit our website for up-to-date information on dates and timelines.

CREATING A HANDSHAKE ACCOUNT

Handshake offers very helpful tutorials to help you create your account. Please follow the links below to create a new account:

- How do I create a user account?
- How do I create a company profile?

POSTING A ULN POSITION

Handshake also offers helpful tutorials to learn how to post a position on Handshake. Please refer to this step-by-step video guide to posting a ULN position. In your job title, you MUST follow this naming convention: “ULN EL: Your Job Title.” Handshake has over 8,000 jobs at any given time, and this is the only way that ULN staff can easily identify and approve your postings.

POSTING APPROVAL

Please remember ULN’s recruiting policies and our program guidelines. The Experiential Learning team will review and approve each job posting as they are submitted and guarantee review within two business days. We will be in contact if your position does not meet ULN’s criteria for high-impact unpaid experiential learning opportunities to share suggestions for re-submission.

RECRUITING ULN STUDENTS USING HANDSHAKE

One important change from the Hire-A-Longhorn platform to Handshake is that we cannot limit any of our positions to ULN students only.

Instead, we ask that you please give ULN students first preference for your positions. This will ensure that ULN students are given first priority for these positions, while also allowing a wider audience to apply for and help fill our positions in a timely manner.

All of our ULN students will include their ULN membership on their resume and/or cover letter. If you are not sure if a student is a member of ULN, please email the experiential learning team at ulninternships@austin.utexas.edu.

You will be able to access the resumes and cover letters of all students who apply to your positions using Handshake.

QUESTIONS?

You are always welcome to contact the experiential learning team at 512-232-4305 or ulninternships@austin.utexas.edu if you need assistance with HireUTexas powered by Handshake.