SUBMITTING EXPERIENTIAL LEARNING INTERNSHIP POSTINGS USING HIRE A LONGHORN

ULN partners with the Office of Financial Aid for the posting and application process for the ULN Experiential Learning placement. Campus Partners should follow the instructions below to submit a posting if you are accepting new students for either new or current ULN experiential learning internships.

DEADLINE FOR POSITION SUBMISSIONS: March 8, 2019

Below is a summary of the information required by ULN, as well as more detailed instructions on pages 2-4. If you have any questions about the posting process after reading the full instructions, please email the ULN Experiential Learning team at ulninternships@austin.utexas.edu.

GETTING STARTED

Visit finaid.utexas.edu/work/ and select the “The Job Bank” tab on the left side of your screen. On the following screen, campus partners should select the “Employer” option.

If you have used the Hire a Longhorn platform before, simply type in your appropriate credentials. Once you log into the system, you may create a job posting.

If you are a first time user, you will need to select the “Register and Post Job” button on the right side of the screen. You will be able to create both your employer account and your internship posting in the same process.

SUMMARY OF ULN REQUIRED INFORMATION: enter the information in bold exactly as stated

Position Type: ULN internship ONLY
Job Title: descriptive title for your specific position
Hourly Wage: 0.00 if position is funded through ULN scholarship or hourly rate if paid opportunity (limited to junior and senior students)
Number of openings: number of openings for specific position
Work days and times: information that may affect scheduling, ex: “M-F 8am-5pm” or “weekend hours possible”
Approximate hours per week: 10
Job location: on- or off-campus
Job start and end date: September 3rd – May 8th (Last Class Day)
Supervisor’s Name: include name of direct supervisor, whether the same or different from the Contact name
Description: include duties and learning outcomes (what students will know or be able to do after the internship)
Qualifications: necessary or preferred skills or characteristics (such as software skills, majors)
Resume receipt: how you will receive resumes, additional documents you would like to receive
Posting date: Enter the Date in which the posting is submitted or your preferred posting date (must be prior to 3/8/19)
Expiration date: April 30th, 2019
Desired class level: Highlight classification groups eligible to apply. All off-campus positions should list junior and senior applicants only.
Restrict Applications: Select “Restrict Applications”, then under “Applicant Type” select “ULN internship ONLY”
APPROVAL

ULN will review and approve each job posting as they are submitted. Upon approval, the posting will be viewable by students. Students must submit applications as positions are posted. Students will be able to view the positions until the positions close.

Remember that ULN students are looking through multiple postings during this time. In order to have the best chance of finding the right students for your position, make sure your job posting is clear and accurate.

BASIC INFORMATION

Fill in the Employer and Contact fields with the appropriate information. Use the individual who serves as the best point of contact for the placement process.

Select the ULN Internships ONLY option for position type. This is how students will find your ULN experiential learning opportunity.

Provide a position title and number of openings. The position title should be descriptive of your specific position, for example “Office Assistant” or “Communications Intern.” You do not need to provide the work days and times, but should if you have specific times the student must work. The approximate hours per week will be 10 hours and hourly wage will be 0.00 if position is funded through the ULN scholarship, or an hourly wage will be entered if the position is a paid opportunity (limited to junior and senior students).
Select the appropriate Job location, on or off campus.

**September 3rd is the earliest start date and May 8th (Last Class Day) is the end date.**

Provide the direct supervisor’s name, whether that is the contact person for the placement process or a different individual.

**DESCRIPTION AND QUALIFICATIONS**

The description must include:

- Description of the position’s duties
- 3-5 learning outcomes for the student (what skills/knowledge will the student gain as a result of their experience)
- Explain/Describe the learning outcomes

You should also provide relevant qualifications for the position, such as specific skills desired (e.g. experience with managing social media accounts, experience with giving tours, etc.).
Select how you would like to receive student resumes. You can also request additional documents, such as cover letters or writing samples. You may also provide contact information that will be viewable to students.

Enter the date the posting was submitted or your preferred date (no later than 3/8/19) as the posting date and April 30th as the expiration date for the posting. ULN students will apply as positions are posted. Students will be able to view the positions until the positions close.

**RESTRICT APPLICATIONS**
Select “Restrict Applications”.

Scroll down to “Screening Criteria, and under “Applicant Type” select “ULN INTERNSHIP ONLY”

If you restrict applicants to a specific class level, remember that students will be the next class level during their internship. For example, if you would only like juniors or seniors in your position, select “sophomore” and “junior”. If you are open to all classifications, leave the selections as is.

If you have preferred characteristics but do not want to limit your applicants, please list those preferred characteristics in the Qualifications section of the application. Please note that sophomore students are limited to on-campus opportunities. However, junior and senior students can participate in on or off-campus opportunities.

Finally, click the “Submit” button to submit the job posting.

**APPROVAL**

ULN staff will review each posting to ensure the previous instructions have been followed. If the posting is completed incorrectly, a staff member will contact the person listed as “Contact.” Once a job posting has been approved, it will become available to students. If a posting is not approved by this date, it will become available to students as soon as it is approved. If changes are made to a posting after it is approved, it will need to be reapproved by a staff member before it can be made available to students.

Remember that ULN students are looking through multiple postings during this time. In order to have the best chance of finding the right students for your position, make sure your job posting is clear and accurate.

*Please contact our Experiential Learning team at ulninternships@austin.utexas.edu for any questions about the posting or the placement process in general. If you are having any technical difficulties with using the Hire A Longhorn system, please contact Hire A Longhorn at hirealonghorn@austin.utexas.edu.*