How to Post on the Purdue College of Agriculture Job Board and Center for Career Opportunities (CCO)

Purdue College of Agriculture Job Board Instructions

You can share your agriculture-related permanent, seasonal, or internship positions on the College of Agriculture Career Services website. To submit your posting, email a PDF document or direct link of your position to AgJobs@purdue.edu.

The position information will be posted on the College of Agriculture Internship and Job Board. The site is public and promoted to current College of Agriculture students from all majors and recent alumni. There is no charge for this service.

Please use the guide below to format your job posting.

Purdue Center for Career Opportunities (CCO) Job Posting Instructions

1. Log into or create a MyCCO@Purdue account.

2. Click on "Jobs > Job Postings" in the left navigation bar.

3. Click on the "Post a Job" button.

4. Click "Post to This School Only" for free to Purdue University students only.

5. Complete the online form. Required fields are marked with a red asterisk.

6. Click "Submit" to save the job to your account and to post it to Purdue University.

If you have questions or want more information, please contact the Office of Academic Programs

Email: agjobs@purdue.edu

Phone #: (765) 494-8470

PDF Job Posting Guidelines

Requirements for Web Content and Posting Based on American Disability Act (ADA)

For the College of Agriculture websites, we try to make sure that all posted content adheres to the American Disability Act (ADA). To align with ADA Guidelines, PDFs containing job information should include:

- Include headings and subheadings to navigate
- Make sure that everything is in a logical reading order
  - If you are using Adobe Acrobat Pro: Reading Order tool for PDFs (Adobe Acrobat Pro)
  - If you are using Microsoft Word: Microsoft word - How to view reading order in Microsoft word.
  - If you are using Google Docs: Accessibility Checker for Docs - Google Workspace Marketplace
- If using color on the document, make sure they are high contrast
  - Color Contrast Checker | Free Accessibility Tool | AudioEye®
  - Color contrast checker analyzer tool | Adobe Color
- Use bullets or numbered lists

General Job Posting Aspects

Job postings should contain the information below about open positions.

- Company name
  - Summary of company
  - Include logos, brand fonts and colors, etc.
- Job title
- Compensation
  - Benefits if applicable
  - Specify if it is hourly or salary
- Work Location
  - Is it on-site or remote?
  - Will there be travel?
- Is it full-time, part-time? Internship?
- Job description
- Job responsibilities
- Applicant qualifications
  - Are the following required or preferred?
    - Education level
    - Skills
    - Certifications
    - Previous experience
    - Physical demands of job
- How to apply
  - Website link, email resume, etc.
- Application deadline
  - MM/DD/YYYY
- Contact information if the applicant has questions or concerns

College of Agriculture Office of Academic Programs – Student Assistant

The Office of Academic Programs supports College of Agriculture undergraduate, transfer, and prospective students by connecting them with resources and opportunities on their academic journey. We are hiring 3-4 undergraduate Ag students to work on-campus starting in the fall 20XX semester.

Position Dates:

August XX, 20XX – May XX, 20XX, with potential to return in the next academic year(s)

Working Hours:

Student Assistants will work 7-11 hours per week Monday through Friday between the hours of 8:00 AM and 5:00 PM. Hours are flexible around your class schedule and availability.

Pay Rate: $XX.XX per hour

Responsibilities:

Our student assistants are often the first point of contact for guests of the College of Agriculture. You will provide support to our administrative staff to keep our office running smoothly from day to day. This includes, but is not limited to:

- Answering and directing incoming calls
- Greeting and directing visitors
- General office housekeeping duties as assigned (i.e., vacuum, clean tabletops, etc.)
- General office support duties as assigned (i.e., pack folders, stock supplies, collect mail, etc.)
- Miscellaneous projects as assigned (i.e. run errands on campus, count inventory, etc.)
- Provide event support as assigned (i.e. set up for or clean up after meetings

Requirements:

- Current Purdue College of Agriculture undergraduate student (rising sophomores or juniors are preferred)

What it takes to be successful in this role:

- Ability to follow instructions, take initiative, and work on assignments as directed or as needed with minimal supervision
- Excellent verbal and written communication skills (drafting, proofreading, and editing)
- Experience with computer software including Microsoft Office
- Ability to balance tasks with shifting priorities and to work efficiently to meet deadlines
- Ability to display and maintain professionalism when collaborating and communicating with individuals within the department, college, other organizations, and the public

To apply:

Complete the following form by <u>March XX, 20XX</u>