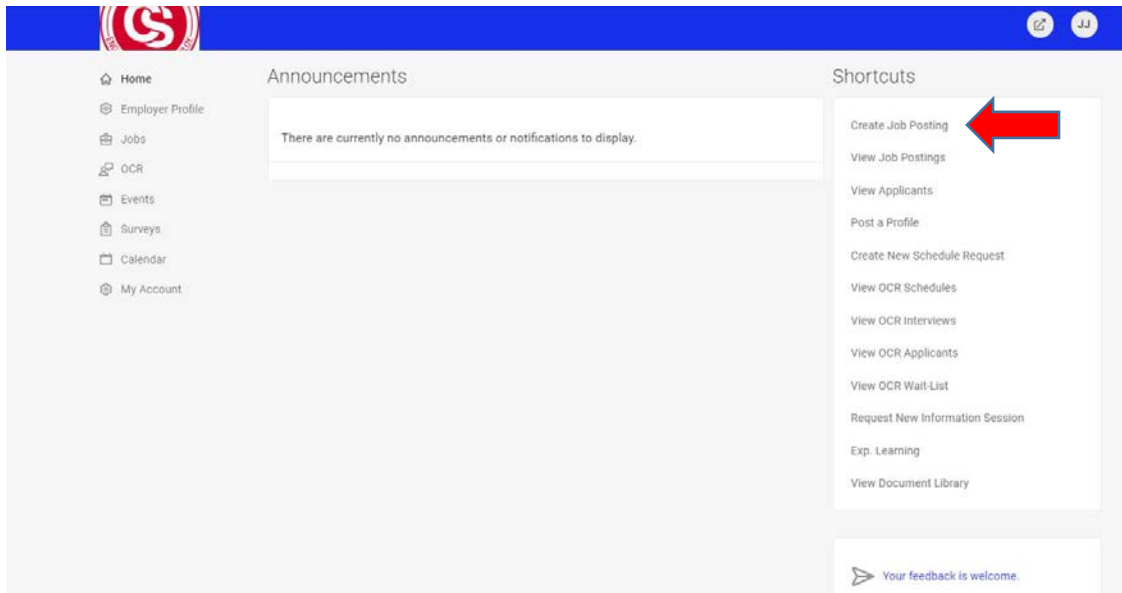


Posting a Externship for SEP

- 1) Sign into your WolfWorks account by visiting <https://westga-csm.symplicity.com/employers>.
- 2) From your homepage, select **Create Job Posting** on the right side of the screen.



- 3) Click “Externship” as the Position Type and enter Position Title



* indicates a required field

Position Information

Position Type *

- Full-Time
- Part-Time
- Internship/Co-op
- Externship

Title *

Experiential Learning Specialist

- 4) Enter the job description of the employee offering a shadowing experience. See the example job description PDF attached to your email invite.

Job Description *

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Nature of Work:

Lead, develop and deliver comprehensive student internship, career development and student employment services in support of students' educational, career and personal growth. This position will collaborate with faculty and staff to facilitate student learning by assisting students in securing appropriate mentoring, internship, shadowing, and work experiences to enhance overall academic experiences and learn skills essential to successful employment. The Experiential Learning Specialist will work cooperatively with the Employer Relations staff to identify and develop experiential learning, and employment opportunities for students, work cooperatively with Career Development staff to provide internship search and resume appointments and conduct relevant in class presentations. The Experiential Learning specialist will also be responsible for the collection and interpretation of data as it pertains to experiential learning. This position will report directly to the Assistant Director of Student Employment and Experiential Learning.

Physical requirements/working conditions:

Must be able to travel to off campus employer sites, attend professional development opportunities and attend events. Must possess the willingness and ability to work an unconventional work schedule that includes evenings and weekends. Must be able to negotiate stairs and capable of lifting 10-15 pounds.

Describe the type of decisions this position makes and what are the consequences of error:

This position will work collaboratively with academic departments and employers to develop and promote experiential learning opportunities for academic and non academic credit which could impact the students program completion.

Externship Student Qualifications:

- Participation in the 2020 Externship Program

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Display Contact Information To Students

If checked, please provide information in 'Contact Information' field

- 5) Enter the approximate hours of shadowing you expect the student will complete. Salary level should say **Not Applicable**, and enter the name of the city where the shadowing is going to take place.

Approximate Hours Per Week

22-23 hours of shadowing

Salary Level

Not applicable

Location *

Type in the desired location and select from suggestions or hit enter. To add a nationwide location, type in a country name such as "United States".

- 6) Do not change the Posting Date and enter the **Expiration Date** of **2020-02-07**.

Application Information

Posting Date *

(Job announcement will be posted on this date.)

2019-11-15

Select

Clear

Expiration Date *

(Job announcement will be removed on this date.)

2020-02-07

Select

Clear

7) Resume Submission Method: mark as shown below.

Resume Submission Method *

Select the method(s) of how students should apply for this non-OCR position

E-mail: will display a "Default email for resumes" field; enter the email address to which resumes should be sent. Each time a student applies to a position, an email will be sent with the application materials attached.

Accumulate Online: student documents will be collected online and contacts may login to view/download them.

Other: a "How to Apply" field will appear (below) where alternate or supplemental application instructions can be entered. If "Other" is the only method selected, students will not have the option to apply through this system and you will not be able to track their applications.

- E-mail
- Accumulate Online
- Other (enter below)



Additional Documents

Which additional documents do you request for non-ocr positions.

- Cover Letter
 - Unofficial Transcript
 - Writing Sample
- Other Documents



Documents Required

From Additional Documents selected above, which do you want required?

- Cover Letter
- Unofficial Transcript
- Writing Sample

Documents Required

From Additional Documents selected above, which do you want required?

- Cover Letter
- Unofficial Transcript
- Writing Sample

Other Documents

Requested Document Notes

Special instructions regarding requested documents.

Automatic Application Packet Generation *

Would you like to receive an application packet PDF (includes all documents submitted by all job applicants) when this job expires?

- Yes
- No



Attachment(s)

Attachment(s)

[Add Item](#)

- 8) Applicant information: Select the following
- a) **Restrict applicants:** Yes
 - b) **Desired Class Level:** Freshmen, Sophomore, Junior, and Senior
 - c) **Desired Skills:** enter any desired skills.

Applicant Information

Restrict Applications/Activate Screening? *

Choosing "yes" will restrict applications for this position to only those students who meet the screening criteria you set.

Yes 

Desired Class Level

Please enter the desired class levels.

SO
JR
SR

Desired Skills

Type in and choose from suggested skills or press enter to create a new skill. You can add a total of 10 skills.

<input type="text"/>
<input checked="" type="checkbox"/> Planning
<input checked="" type="checkbox"/> Microsoft Suites
<input checked="" type="checkbox"/> Communication Skills
<input type="text"/>

- 9) Do not restrict by Degree Level, Graduation Information, or Work Authorization.

Desired Degree Level

Certificate
Bachelors
Masters
Doctorate
Advanced Certificate

Desired Graduation Date - Range Start

Please enter the desired graduation range start date.

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Desired Graduation Date - Range End

Please enter the desired graduation range end date.

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Desired Work Authorization

Please enter the desired work authorization.

US Citizen
Permanent Resident
H-1 Visa

10) Enter the following and click submit.

- a) **Additional Qualifications:** Type the desired majors for the position
- b) **Major:** All Majors
- c) **GPA:** 2.5

Desired Work Authorization

Please enter the desired work authorization.

US Citizen
Permanent Resident
H-1 Visa

Additional Qualifications

Screening Criteria

Major *

All Majors X Add...

Minimum Grade Point Average *

2.5

Submit and Finish Later Cancel





11) Click No thanks.

Job Postings

Job Postings (non-OCR) Student Resumes (non-OCR) Archived Jobs Publication Requests


✔ Thank you for recruiting at University of West Georgia. Your Experiential Learning Specialist job has been submitted for approval.

Want to fill your job faster? Post to more schools on Symplicity Recruit.
Expand your reach by posting this job to the largest network of schools available on Symplicity Recruit.

Post once to multiple schools Choose from over 800 schools Verified students and alumni Manage all applications together

[Post To More Schools](#) [No thanks](#)



12) You will receive the following email after submitting the job posting.

Nov 15, 2019, 9:53 AM

Dear Jonathan:

Thank you for submitting your new "Experiential Learning Specialist" job posting request. Your request has been received, and is currently being reviewed. A confirmation email will be sent to your Primary Contact when the request is approved. Until the request is approved, you may review your request and make changes as necessary.

You have elected to receive resumes via: online.

If you have any questions, please contact us.

Thank you,
Employer Relations
UWG Career Services
678.839.6431

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