

## Creating a Job Card for Waived Searches with Multiple Assignments

Departments that regularly hire students into the same or similar roles do not need separate Job Cards when the **position title**, **qualifications**, and **core responsibilities** remain consistent. Using one broader Job Card helps streamline hiring and create a more efficient and consistent experience for both departments and students.

A single Job Card may be used when the only variables are:

- Course name
- Faculty member or supervisor
- Lab or assignment location
- Schedule details
- Pay details within an approved range

This approach helps streamline hiring, reduce duplicate Job Cards, and creates a more efficient experience for both departments and students.

### Job Description Guidance:

When creating the Job Card, include all potential assignments, faculty members, labs, or locations directly within the job description.

Recommended Language:

“As discussed during the recruitment process, you may be assigned to one of the following roles, labs, or faculty members:”

Then include the applicable:

- Courses
- Labs
- Faculty members
- Supervisors
- Locations
- Assignment areas

### Schedule and Pay Information:

- Schedule details may be advertised as a range or general availability expectation.
- Pay rates may be advertised as an approved range when applicable.

Final assignment details — including supervisor, course/lab, schedule, pay rate, and work location — will be confirmed and documented during the Offer stage for the selected applicant.

## Advantages of This Approach

- Reduces duplicate requisitions
- Streamlines waived search hiring
- Improves flexibility for departments
- Creates clearer communication for students
- Reduces administrative processing time

**This structure should only be used when the position title, qualifications, and core responsibilities remain substantially the same across assignments.** This approach continues to support a consistent, student-centered hiring experience across campus.

Example on how to complete the advertisement text of the Job Card:

Advertisement text:\*

**Anticipated Start Date:** Enter date ranges. **Example:** Based on assignment, as discussed with supervisor.

**Estimated Pay:** \$xx.xx per hour / \$xxx.xx semi-monthly **Example:** \$15-20 per hour. Based on assignment.

**Number of Jobs Available:** X **Example:** You can enter the amount of estimated hires to ensure there are enough slots on Job Card.

**Schedule:** Day. – Day. Xpm – Xpm **Example:** Can enter a range such as, no more than 20 hours per week or may vary based on assignment, Will be outlined in offer letter.

**Location:** Campus Building, Room **Example:** Enter location or based on assignment, will be outlined in offer letter.

**About the department / center:**  
Optional text describing the department

**Role Description:**  
The department of XX is seeking, responsible, motivated undergraduate students to assist with (project name / major task).  
As discussed during the recruitment process, you may be assigned to one of the following roles, labs, or faculty members:"  
Then include the applicable:

- Courses
- Labs
- Faculty members
- Supervisors
- Locations
- Assignment areas

**Example:**

- CHEM103 Lab Assistant – Dr. Smith
- CHEM107 Lab Assistant – Dr. Lee

OR

- Research Assistant– Newark Campus
- Research Assistant – Dr. Johnson Lab-Hybrid

Complete the rest of the Job Card template.