JOB POSTING GUIDE

Posting your internship, full-time, part-time or volunteer opportunity to NYUAD CareerNet is the most effective way of tapping into our student talent and attracting top tier applicants. The following steps will help you create an account and post your job.

POST YOUR POSITION

**STEP 1:** If you have an NYUAD CareerNet account, please sign in using your details and proceed to Step 2. If you don’t have an NYUAD CareerNet account, select ‘Sign Up and Post Job’. Once you fill in your details on the sign up page please skip to Step 3.

**STEP 2:** Once you are logged in, make your way to the ‘Job Postings’ page under the ‘Jobs’ tab and click ‘Post a job’.

**STEP 3:** Select the appropriate category for the opportunity you are posting from the ‘Position Type’ field. Your opportunity will fall under one of the following four NYU Abu Dhabi categories:

Questions? Get in touch with our Employer Relations Team on 02-624241 or email nyuad.employer@nyu.edu
• NYU Abu Dhabi Internship: For students seeking work experience while enrolled as student.
• NYU Abu Dhabi Part Time: For students and alumni seeking part time work experience.
• NYU Abu Dhabi Full Time: For students about to complete their studies and alumni seeking full-time work experience.
• NYU Abu Dhabi Opportunities: For students to participate in the competitions, challenges organized by companies.

**STEP 4:** Please fill out all the necessary details required to complete the job posting process as highlighted below. All fields marked with a red asterisk (*) are mandatory.

(Tip: If you have posted a position in the past and would like to copy details from a previous posting, select ‘Copy Existing’ field at the top of the page.)

Choose a descriptive title (e.g. Research and Training Support Intern).

Specify the number of openings for this position.

Detail the roles and responsibilities of the position. For help with writing a job description please refer to our Job Description writing guide.

**Questions?** Get in touch with our Employer Relations Team on 02-628-4241 or email nyuad.employer@nyu.edu
STEP 5: Please review the ‘NYUAD Employer Understanding’ section and select ‘Submit’ to complete the job posting process.

STEP 6: Positions will be reviewed by our Employer Relations Team and are approved within 2-3 business days. You will be contacted if any additional information is required. A complete CV Packet of all applicants will be sent to you when your post expires.

NEXT STEPS:

- Review and shortlist candidates
- Interview candidates:
  - **On-campus:** Send a list of the candidates you would like to interview to nyuad.employer@nyu.edu and prospective interview days. We will coordinate candidate interviews in our on-campus interview suites.
  - **Independently:** Reach out to the candidates directly and host interviews on the phone, via Skype, or off-site.
- Make hiring decisions
- **Report your hire** to the university

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JOB DESCRIPTION WRITING GUIDE

An effective job description will help you attract the most suitable candidates for your role. Items that are typically included in a well-written job description are:

- Organization name/description
- Job title (Select a descriptive job title, as students often search postings by keyword and title)
- List of specific qualifications required and desired, such as skills, experience, knowledge, education/coursework, GPA, and class level
- Detailed description of the daily duties of the job
- Position location
- Tentative start date and duration of the position
- How many hours per week are required
- Relevant compensation/benefits
- Supervisor of the position
- Application materials are required (CV, cover letter, writing sample, etc.)

SAMPLE JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Term(s):</th>
<th>Specify what term the opportunity will take place (e.g. Fall, Spring, Summer). Internships can be for a full term, multiple terms, or part of one term.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location(s):</td>
<td>Specify the location of the organization/where the opportunity will take place.</td>
</tr>
<tr>
<td>Description:</td>
<td>Include a brief description of your organization, along with a detailed description of the daily duties of the job.</td>
</tr>
<tr>
<td>Desired Class Level:</td>
<td>First year (Freshman), Second Year (Sophomore), Third Year (Junior), or Fourth Year (Senior).</td>
</tr>
<tr>
<td>Hours Per Week:</td>
<td>NYU Abu Dhabi students can work a certain number of hours per week during the academic year based on their class level. Freshmen can work for up to 10 hours per week, Sophomores and Juniors and work for up to 15 hours per week, and Seniors can work for up to 20 hours per week. All students can work in a full-time capacity during the Summer period.</td>
</tr>
<tr>
<td>Posting Date and Expiration Date:</td>
<td>For best results, post positions for 2 to 6 weeks.</td>
</tr>
<tr>
<td>Contact:</td>
<td>Staff member, position title, phone number and email address.</td>
</tr>
<tr>
<td>Application Materials:</td>
<td>Specify what application materials are required.</td>
</tr>
<tr>
<td>Compensation:</td>
<td>We strongly suggest that you provide your intern with a stipend to cover food and transportation costs.</td>
</tr>
</tbody>
</table>
FREQUENTLY ASKED QUESTIONS

When can students intern with my organization, and for how long?
NYU Abu Dhabi students take on internships throughout the year. Internships typically last anywhere from 6 to 12 weeks, based on the organization’s needs and student availability.

How many hours a week can an NYUAD student intern at my organization?
Students are able to work part-time during the academic semesters and full-time during the summers. During the academic year, first year students can work up to 10 hours per week, second year students up to 15 hours per week, and junior and senior students can work up to 20 hours per week. All students are available to work in a full-time capacity during the summer.

When should I begin the recruitment process?
Full-time positions as well as competitions can be promoted any time of the year. For internships, please review the following chart when considering your hiring timeline:

<table>
<thead>
<tr>
<th>Academic Term</th>
<th>Approximate Dates*</th>
<th>When should I begin the recruitment process?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>Late August to mid-December</td>
<td>July to September</td>
</tr>
<tr>
<td>January Term</td>
<td>early to late January</td>
<td>October to December</td>
</tr>
<tr>
<td>Spring</td>
<td>late January to mid-May</td>
<td>November to January</td>
</tr>
<tr>
<td>Summer</td>
<td>mid May to late August</td>
<td>December to April</td>
</tr>
</tbody>
</table>

*for the most accurate dates, please reference the NYUAD Academic Calendar.

Do NYU Abu Dhabi students intern for credit?
Our students are not required to undertake internships for credit. They are quite active, with 90% of students complete at least one internship or work experience by the time they graduate.

Do I need to pay my NYU Abu Dhabi interns?
Internships can be paid or unpaid. It is worth noting that paid opportunities receive more applicant traffic. We strongly suggest that you provide your intern with a stipend to cover food and transportation costs. Although it is not required, our team can work with you to suggest a suitable monthly food and transportation stipend for your internship opportunity.

I want to hire a candidate of a certain nationality, ethnic background or gender. Can I do this?
NYU Abu Dhabi exercises a non-discrimination policy and therefore cannot post a position that preferences one nationality, ethnic background or gender. The only exception to this rule would be in the case of recruiting Emirati national talent.

I would like to hire NYUAD interns but I do not have an internship program in place at my organization. Can you help me develop one?
If you do not have an internship program in place, our team is happy to discuss your recruiting needs and help you create an internship program that will meet your needs as well as benefit our students. Please refer to our Organization Internship Manual to learn more about how to create a structured and robust internship program for your organization.