OSCAR Quick Guide to HireMason

Contacts

Rachael Miner, Manager of Experiential Education (rminer2@gmu.edu): specific questions regarding HireMason

Samira Lloyd, OSCAR Office Coordinator (slloyd10@gmu.edu)

Denise Nazaire, OSCAR GPA (dnazaire@masonlive.gmu.edu)

Log in to Hire Mason

You can log in to HireMason with your GMU username and password. If you encounter problems with logging in, please contact Career Services directly at careers@gmu.edu.

Post an Undergraduate Research Project

Click on “Create Job Posting” from the Shortcuts menu on the right-hand of the page.

1. Select “Undergraduate Research Project” as your Position Type. [Please note that in the Job Description field, you may note the number of hours per week that the student will be expected to work on this project.]

   Position Type:
   - Full-time, part-time, and summer positions may be posted for up to 1 month. All other positions may be posted for up to 3 months.
   - Full-Time
   - Part-Time
   - Cooperative Education
   - Federal Work-Study
   - Internship – PAID or Stipend
   - Internship – UNPAID
   - On-campus Job
   - Undergraduate Research Project

2. Decide whether you would like to restrict who can apply for the project or to leave the project open to all students. Selecting Yes will apply the restrictions (e.g. GPA) you define at a later time in this process.

   Restrict Applications:
   - Choosing “yes” will restrict applications for this position to only those students who meet the screening criteria you set.
   - yes
   - no
3. Title: Enter either a descriptive title for the project or a title for the position, placing your department name first.

   Example 1: Department of Social Work’s Community-Engaged Research Project: A Student, Faculty and Service-Provider Partnership

   Example 2: University Career Services – Library Research Assistant


5. Enter a description for your project. Include the aim of the larger project, and what specifically you want the student to be doing. Include expectations regarding hours per week and any compensation (grant pay, independent study credit) you can provide.

6. Decide whether you would like students’ resumes to be emailed directly to you or to be accumulated online through your HireMason account.
   a. Email: HireMason will email you whenever someone applies for your position
   b. Accumulate Online: You will access the applications manually via the HireMason website. You will not be notified when people apply.
c. Other (enter below): You can enter a personal email here to which applicants will directly send their materials. Or if you have another means (e.g. personal website or mailing address) of receiving applications, you may enter that here.

Note: All UR positions are considered “non-OCI” positions in that they do not utilize formal on-campus interviews through Career Services. You may choose to independently interview applicants at your discretion.

7. Indicate whether you would like students to submit additional documents (e.g., a cover letter, statement of interest, unofficial transcript, references) when applying for your project.
   a. We recommend asking for a resume and a short statement of interest. Other documents can be requested if you need them after meeting the student.
   b. If you select “Other Documents,” enter a description of the documents you would like to receive in the field below.
   c. Please note that all students applying for Undergraduate Research Projects will be required to submit the Undergraduate Research Project Availability Form to indicate the days and times of the week when they will be available to work on the project.

8. Please allow the students to see your contact information.
9. Indicate your desired posting and expiration dates by clicking on the “Select” button.

10. Decide if you would like to require a minimum GPA or graduation date. A 2.0 means that a student is in good academic standing, and we recommend that you choose no higher than 3.0. Many excellent research students don’t have 4.0s.

11. Indicate your preferred work authorization status. Unless you are paying the student, select all of the options by holding the Control key as you click the first option on the list, hold your mouse button, and pull down through the list until all options have been highlighted. If you intend to pay the student off a grant, please select the appropriate category as required by your granting agency.
12. Indicate your desired class level(s), select your desired major(s) from the dropdown menu and indicate a salary level for the project.
   a. We recommend choosing several different possible majors.
   b. For unpaid research projects, you can enter something like “academic credit,” or “unpaid.” If you have funds to pay the student, enter a specific hourly dollar amount, a flat stipend or “depends on experience.”

13. Enter the location of the project (e.g. Fairfax, VA for an opportunity on main campus)

14. Leave the degree level blank if you are seeking undergraduates for your project.

Once you have submitted your information, your account and/or job posting will be reviewed and approved by University Career Services. You will receive an email confirming the posting of your position.
Filling a position

To view applications that have been submitted for your project, please do the following:

- Log-in to your HireMason account. [Please note that you will not be able to do this until your HireMason account has been approved by Career Services, who will send login instructions to you via email.]
- Click “View Applicants” from the Shortcuts menu and then click on the “Student Resumes” tab.
- Contact the applicants directly to arrange interviews. These can be in person or over the phone.
- After you have selected the applicant you want to hire, please notify the other applicants that the position has been filled. Student will not be notified by HireMason when the position has been filled.
  - e.g. Thank you for applying for this research position. At this time, the position has been filled. Thank you for your application.
- If you selected an end-date, the posting will automatically expire. If you fill the position before the end date, please contact Rachael (miner2@gmu.edu) to have the position closed early.