

## 12Twenty Instructions for Posting an RA Position

### Setting Up an Employer Account

1. Go to this link for the sign in page: <https://law-uiowa.12twenty.com/hire> (you may want to bookmark this page for future access).
2. Click “Sign up for an account” underneath the blue “Employer Log In” button.
3. You will land on a page that says, “Welcome to Hawkeye Connect!” Fill out the form with the contact information (first name, last name, email address, password, your job title, and phone number) for whomever will manage the account.
4. The following fields should be entered as follows for all RA postings:
  - a. Employer: The University of Iowa College of Law
  - b. Address: 130 Byington Rd.
  - c. Country: United States (USA)
  - d. City: Iowa City – IA
  - e. Postal Code: 52242
5. Review the “Terms of Service” and “Privacy Policy” and click the box to acknowledge your agreement.
6. **Do not close the page!** You will be emailed a verification code which you will need to enter on this page within 3 hours.
7. After entering your verification code, you will be taken to the 12Twenty home screen.

### Posting a Job

1. Login to 12Twenty, if not already logged in.
2. In the “Post a Job” rectangle in the top, right of the home screen, click the blue “+ POST” button.
3. Fill out the “Create Job Posting” form. The “Employer” name should be “The University of Iowa College of Law.” The Job Title should be in the following format: “RA for Prof. First Last Name – [optional additional details].” For example, “RA for Prof. Severus Snape – Potions Indexing.” If the RA posting is for a department, it should be in the following format: “RA for the Center Name – [optional additional details].” Fields with an asterisk are required, the remaining fields are at your discretion.
  - a. In the “Application Method(s)” section, you may choose to have students “Apply via This Site” (meaning that applications will be collected and saved on 12Twenty), or “Apply via Email” (meaning that applications will be sent directly to the email you choose to input). Students do not typically apply for RA positions through the other options.
  - b. In the “Application Document Requirements” section, check the box next to all materials which are required. If there are documents listed that you do not want to receive, click the blue “X” to the right of the document name to delete the document type. If a document type is not required and not deleted, it will be displayed to students as an “optional” document.
  - c. In the “Eligibility” field under “Student Group,” select 1L, 2L, or 3L. Do not select 1L ASJD, 2L ASJD, or 3L ASJD – all ASJD students are included in the 2L and 3L groups.

Once you have created your account and/or posted a job, it may need to be approved by an administrator. This can take up to 24 hours. If your account has not been approved within 24 hours or if you have an urgent need, please contact [Nathan-c-davis@uiowa.edu](mailto:Nathan-c-davis@uiowa.edu).