

MEMORANDUM OF UNDERSTANDING

INVOLVED PARTIES

The Lockheed Martin Career Development Center, Division of Student Affairs
The University of Texas at Arlington Faculty/Staff

PURPOSE

_____ wants administrative access to Handshake. Handshake is the Lockheed Martin Career Development Center's online job database through which employers post open full- and part-time positions, internships, and student employment opportunities to identify qualified candidates and manage on campus recruitment activities.

TERMS

- The Lockheed Martin Career Development Center holds the main contract with Handshake, therefore, is the main point of contact. Faculty/Staff will work through the Lockheed Martin Career Development Center for system issues (troubleshooting), and training.
- Student and employer information is confidential and should be used for internal purposes only. Employer information cannot be shared with agencies outside of UTA Colleges and departments. This MOU serves as an agreement for reciprocal sharing of employer information between the Lockheed Martin Career Development Center and the below signatory, college, school or department. This includes having all shared employer information added to Handshake.
- Student and alumni accounts will be reviewed/approved by the Lockheed Martin Career Development Center.
- The Lockheed Martin Career Development Center reserves the right to choose a new Enterprise Multi-Office software system. The Center will notify Faculty/Staff in a timely manner should a new system be purchased.
- The Lockheed Martin Career Development Center reserves the right to modify/remove any of the below permissions.
- The Faculty/Staff Administrator will have access to the following Handshake custom permissions:
 - Students – Access level permission to Applications, Experiences, and Profiles; also, the capability to view/act as a student
 - Access to the Resource Library
 - Access and manage career fairs and events
 - The “Events” role allows staff to post, approve, delete, and edit events. ****Please be sure to include “– hosted by The College/School of XX” in the title. POC with phone or email needs to be listed in the event description text box.**
 - Access and manage job postings and employers
 - Jobs – the “Jobs” role allows school staff to use the features of the “Jobs” tab. This includes the ability to view, approve, decline, edit, and post jobs. Edits to a job only affect the version of the job posted at our University. Employers retain control over the original job, which can be posted to many schools.
 - Employer Approvals – the “Employer Approvals” role allows users to create employers, approve them, and/or edit their roles at our University.
 - Access to interview schedules
 - Access and manage analytics – includes the capability to develop and run reports

SIGNATURES/DATES EXECUTED

The UTA Lockheed Martin Career Development Center, Division of Student Affairs

The University of Texas at Arlington Faculty/Staff Member