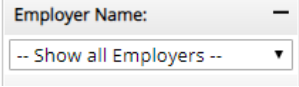
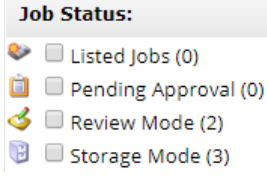
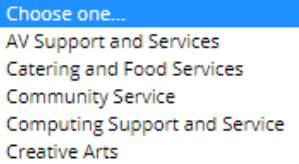
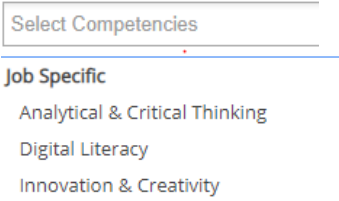


JobX Guide: Edit a Job

<p>Employer – <i>Select your department from drop down list, if you manage multiple departments.</i></p>	
<p>JobX Control Panel – <i>Select the job you would like to edit from the Review or Storage mode in the JobX Control Panel. (The job must be in Review or Storage mode to edit.)</i></p>	
<p>Edit this Job – <i>Click on Edit this Job above the description of the job.</i></p>	<p>[Edit this Job]</p>
<p>Job Title – <i>Adjust the title, if necessary.</i></p>	<p>Open Text Window</p>
<p>Category - <i>Select the category that best correlates to the primary responsibilities of the job (not the department).</i></p> <p><i>(See full list of categories with descriptions on page 2)</i></p>	
<p>Job/Department Summary - <i>Describe the primary function of the department and provide a brief overview of the job. The department information can be copied from your website. This section should be brief, 1-4 sentences in length.</i></p>	<p>Open Text Window</p>
<p>Job Responsibilities - <i>List the essential duties required to perform the job. Please list them in order of importance. Using bullets can be helpful.</i></p>	<p>Open Text Window with Formatting</p>
<p>Job Skills and Qualifications - <i>Include specific experience required, skills, knowledge, academic coursework, certifications and/or physical requirements (if applicable).</i></p>	<p>Open Text Window with Formatting</p>
<p>Associated Competencies/Skills - <i>Select the relevant competencies/skills that a student can develop while working in this position. Multiple competencies/skills may be selected. For additional information on the competencies, associated skills and demonstrated behaviors, please review the Competency Resources.</i></p>	
<p>Contacts/Populations Served – <i>Who will the student come in contact with? Other students, staff, faculty, parents, the public?</i></p>	<p>Open Text Window</p>
<p>Number of Available Openings</p>	<p>Open Text Window</p>
<p>Hours per week (Minimum and Maximum) – <i>If there is no flexibility in the number hours per week, enter same number of hours in each field.</i></p>	<p>2 Open Text Windows</p>
<p>Shifts/Days per Week - <i>Indicate the specific days of the week and hours/week you are looking for a student to work. If multiple shifts are available, please specify.</i></p>	<p>Open Text Window</p>

<p>Job Level and Pay Rate - Select the appropriate Job Level and Pay Rate. For detailed descriptions of each level or group visit the Student Compensation Plan. For jobs in Dining Services, review the Dining Student Compensation Plan and be sure to select from the dining specific options. All other jobs will fall into Levels I-V.</p>	<p>Choose One:</p> <p><input checked="" type="radio"/> Level I, \$12.00/hour</p> <p><input type="radio"/> Level II, \$12.25/hour</p> <p><input type="radio"/> Level III, \$12.50/hour</p> <p>-</p>
<p>Time Frame – Indicate what time of year the job will be available. Note: Temporary category is for a job that has a short duration (e.g. Reunion Ambassador)</p>	<p>Choose one... ▼</p> <p>Choose one...</p> <p>Academic Year</p> <p>Fall Semester</p> <p>Winter Break</p> <p>Spring Semester</p>
<p>Confidentiality Agreement Required - Select “Yes” if the job requires the student to handle sensitive/confidential information. Obtain the confidentiality form and more information on the SEO website.</p>	<p>Choose one... ▼</p> <p>Choose one...</p> <p>No</p> <p>Yes</p>
<p>Select Primary Contact Person - Include contact information and possible secondary contact.</p>	<p>Dropdown and Open Text Windows</p>
<p>Submit - Click the submit button to save your changes</p>	<p>Submit</p>
<p>Update Status – Update status of the job by clicking on “Listed”, “Review” or “Storage”. The available statuses will be underlined. <u>Listed</u> -select to post a job for student view <u>Review</u> -select to edit a job and/or pull a job down from posting, applications will still be viewable <u>Storage</u> -select to delete all applications attached to the job (only select this option when certain you no longer need to view the applications)</p>	<p>Update Status</p> <p><u>Listed</u></p> <p><u>Review Mode</u></p> <p><u>Storage</u></p>

Categories Descriptions

Category	Description
AV Support & Services	Positions that support work in multimedia, videography, and recording activities
Catering and Food Services	Positions in Dining Services
Community Service	Positions that work or support community projects or the general public
Computer Support & Service	Positions in web development, technical services and telecom support
Creative Arts	Positions that relate directly to activities in music, art, creative movement and theater
Event Support	Positions that oversee or assist at events
Media/Marketing/Communications	Positions that support the delivery of media content through social media, web interface, and written communications
Miscellaneous	Positions that do not fit into existing categories
Office/Administration Support	Positions that perform and support office tasks within a department
Program Management/Coordination/Support	Positions that manage, coordinate or support the activities of a program or process
Research & Laboratory	Positions related to academic departments that assist and/or conduct research and experiments
Teaching & Tutoring	Positions that teach, support or mentor other students or children.