

## Posting a NEW Student Job

1. Log into [JobX](#) from the Student Employment homepage.
2. Click on Add a New Job (for your department).

The screenshot shows a navigation menu with the following items: Home, Employees, JobX, Reporting, Access & Audit, Site Set up, Content, and Help. Below the menu, there is a button labeled 'Add a new job for' followed by the text 'Earth and Oceanographic Science'. Below this, there are two sections: 'Your Selections:' with a 'Reset' link and 'Job Actions:'.

3. Choose a job type, select and go to next step.

Please Choose a Job Type

Choose one...

4. Complete the Supply Job Profile, enter the job description, job requirements and job details then select the appropriate compensation. All required fields are marked with an (\*). Click Submit.
5. Review/edit the job application. You may add job specific questions if helpful. Click save application.
6. Answer the three questions listed. Then select the “Click here to finish!” button.

Please choose an option.

1. When do you want to list the job on the web site?
2. Do you want JobMail to be sent when the job is listed?
3. For how many days do you want the job to be listed on the site?

When all the above information looks correct...

## Reposting/Editing an Existing Job:

1. Log into [JobX](#) from the Student Employment Homepage.
2. Select the job you want to post from your list of postings in “Review Mode” or “Storage” by clicking on the job title or the Edit  icon under Actions.

*Note: If job is in “Storage” please move it to “Review Mode” before editing. If in “Review Mode” and old applications are still attached, please move to “Storage” to remove the applications, then back to “Review Mode” to edit.*

3. Update the job description, job requirements and job details then select the appropriate compensation. All required fields are marked with an (\*). Click Submit.
4. Review/edit the job application. You may add job specific questions if helpful. Click save application.
5. Answer the three questions listed. Then select the “Click here to finish!” button.

Please choose an option.

1. When do you want to list the job on the web site?
2. Do you want JobMail to be sent when the job is listed?
3. For how many days do you want the job to be listed on the site?

When all the above information looks correct...