

Create a Job on Student Employment Website

1 [Navigate to Student Employment Home](#)

The screenshot shows the 'Student Employment Office: Job Board' homepage. At the top, there are navigation links for 'Employees' and 'Employers & Administrators'. A prominent red banner reads 'On-Campus Employers' with a sub-header: 'Post available job positions, review applications, and hire employees. Employment guidelines and required documents are at your fingertips!'. Below the banner, the page is organized into two columns. The left column, titled 'Student Employment News', contains links for 'On-Campus Supervisor Training', 'JobX On-Campus Supervisor Training', 'Student Separation Request', and 'Student Form I-9, Section 2 Pending'. The right column, titled 'Employer Tools', contains links for 'JobX Login', 'Request Access to the Site', 'Request Access Modification', and 'Contact Us'.

2 Click "JobX Login"

This close-up screenshot shows a section of the website with the heading 'Non-profit community service employers may submit an application to'. Below this, there are two main columns. The left column is titled 'Study' and contains text about reaching students and employers with positions. The right column is titled 'Other Links' and features a 'JobX Login' link highlighted with an orange circle. Below the 'JobX Login' link is the text: 'Login to post jobs, access student applications, and hire students.' Below that is a 'Request Access to the Site' link with the text: 'Click above if you are an Off-Campus Employer who has never logged in before.'

3 Complete Log in process with Kerberos ID and Password

BU Login

jcrivera

Continue

You have asked to login to AttributeContract

Use of Boston University Computing Facilities is governed by the Acceptable Use of Computing Services Policy.
Click [here](#) for more information.

4 To create a new job, Click "Add a Job"

Employees ▾ JobX ▾ Reporting ▾ Access & Audit ▾ Help ▾

Job Control Panel

Result Filters: Employer: Student Employment (10000327)
My Jobs Only [Reset Filters](#)

+ Add a Job

Search Title, Description, Requirem

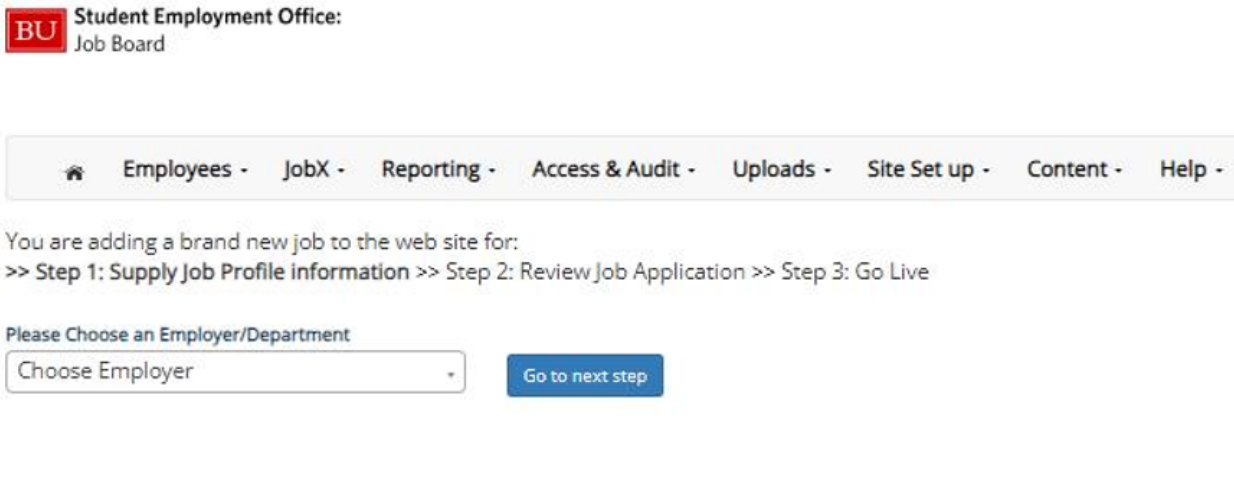
Job Status:

- Active, Listed Jobs (0) ?
- Pending Approval (0) ?
- Active, Not Listed (0) ?
- Inactive (0) ?

Job Type:

Choose Job Type ▾

5 Select the Department



BU Student Employment Office:
Job Board

Home Employees - JobX - Reporting - Access & Audit - Uploads - Site Set up - Content - Help -

You are adding a brand new job to the web site for:
>> Step 1: Supply Job Profile information >> Step 2: Review Job Application >> Step 3: Go Live

Please Choose an Employer/Department

Choose Employer

i The department dropdown is aligned with your Org Units users are assigned to within SAP. If you are only assigned to one Org unit that will be defaulted. For user with more than one assignment will have the opportunity to select the department/Org the job will be under.

Note: If you are creating a job on behalf of another staff member, that staff member must also be assigned to the selected department to display on the corresponding supervisor/contact dropdowns.

6 Select the Job Type.

Home Employees ▾ JobX ▾ Reporting ▾ Access & Audit ▾ Help ▾

You are adding a brand new job to the web site for:
Employer: Student Employment (10000327) [Change](#)

>> **Step 1: Supply Job Profile information** >> Step 2: Review Job Application >> Step 3: Go Live

Please Choose a Job Type

On-Campus Jobs ▾

Go to next step

We use cookies on our website to give you the most relevant experience by remembering your preferences and repeat visits.

i Job Types act as a high level identifier of jobs.

There are five job types.

On Campus Jobs, Graduate Teaching and Research Jobs, Union Jobs, Off Campus Work-Study Jobs, and External (Off Campus) Non-Work-Study Jobs.

On Campus supervisor will only have access to On-Campus Jobs, Graduate Teaching and Research Jobs and Union Jobs. Graduate Teaching/Research will be specific to Graduate level positions. On-Campus Job will be where a majority of jobs are created under, primarily hosting hourly positions.

The Union Job type has been created in anticipation of ongoing unionization talks. More information on the utilization of this job type will be shared in the future.

7

Select the Job Category

BU Student Employment Office:
Job Board

Welcome, Test C

Employees - JobX - Reporting - Access & Audit - Help -

You are adding a brand new job to the web site for:
Employer: Student Employment (10000327) [Change](#)
Job Type: On-Campus Jobs [Change](#)

>> Step 1: Supply Job Profile information >> Step 2: Review Job Application >> Step 3: Go Live

Add Job

Select a Category: *

Select a Job Title: *

Job Description *
Please be as detailed as possible.

Job Requirements *



Job Categories are the next level identifier of jobs.

There are multiple categories.

Job categories will host job titles specific to the category. To see a full list of the job categories and respective job titles please visit

<https://www.bu.edu/se0/supervisors/guides/jobclass/>

8 Select the Job Title

Employees - JobX - Reporting - Access & Audit - Help -

You are adding a brand new job to the web site for:
Employer: Student Employment (10000327) [Change](#)
Job Type: On-Campus Jobs [Change](#)

>> Step 1: Supply Job Profile information >> Step 2: Review Job Application >> Step 3: Go Live

Add Job

Select a Category: *

Select a Job Title: *

Job Description *
Please be as detailed as possible.



Alert!

Departments should match the job title with the available in the drop down list with the position they are looking to create. If you wish to submit a request for a new job title, please contact Student Employment. The request will be evaluated for approval.


9 Enter the Job Description

Job Description *
Please be as detailed as possible.

10 Enter Job Requirement

Job Requirements *

Please be as detailed as possible.



A rich text editor toolbar with icons for bold (B), italic (I), underline (U), bulleted list, numbered list, link, and unlink. The text area below is empty.

11 (Optional) Input relevant Technical and Soft Skill related to the position

Technical Skills

Technical Skills - The skills vary based on the position. For example, a CPA needs to have auditing skills, teachers need lesson planning skills, architects need autoCAD (computer aided design) skills, construction workers need to know how to use a variety of tools, and hair stylists must know hair coloring techniques.

Soft Skills

12 Input the "Number of Available Openings"

Soft Skills

Number of Available Openings *

Hours per Week

1.0 ▼ to Same ▼

Start Date

Please enter either an exact date in the form mm/dd/yy or a brief description (i.e., "ASAP").

13 Input the estimate number of hours per week for the position

Hours per Week

1.0 ▼ to Same ▼

14 Input the Start Date and End Date of the job

Years per week

Start Date
Please enter either an exact date in the form mm/dd/yy or a brief description (i.e., "ASAP").

End Date
Please enter either an exact date in the form mm/dd/yy or a brief description (i.e., "At completion of project").

Time Frame *
Please choose a time frame that best describes the job; choosing an appropriate time frame will help students search for the job.

April 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				



Alert!

Start and End Dates will need to be updated by the supervisor/ department on a routine basis to align with the need.

15 Choose the applicable time frame

completion of project").

Time Frame *
Please choose a time frame that best describes the job; choosing an appropriate time frame will help students search for the job.

Choose one... ▾

16 Select the Base pay rate

Base pay rate: * «?»

Choose one... ▾

17

Users have the ability to manual input pay rate amounts beyond the established hourly wages in the dropdown by selecting the "Wage description" field.

Input should be in the following format:

####.## /timeframe

Example - \$725.00/week or \$18.00/hour

Please choose a time frame that best describes the job, choosing an appropriate time frame will help students search for the job. Academic Year ▼

Base pay rate: * /timeframe

Other Wage Not Listed Above ▼

Pay: *

18

(Optional) Identify if this is a work-study eligible/preferred job

Is this FWS prefer job? No ▼



Historically, Student Employment hosted two job boards. One board displayed Work-study jobs, and the other displayed jobs considered non-work study. This presented a challenge for supervisors and students, who had to post and search for jobs in multiple locations. In reality, there are only a handful of jobs that are not eligible for work-study students.

As such, we have provided an indicator for users to reference job opportunities as work-study eligible/preferred. By selecting "yes," you are alerting students who are work-study eligible that the position is open so they can utilize that funding.

19

(Optional) Identify if this is a One Time Job

Is this a One Time Job? No ▼

20

(Optional) Community Service indicators are for Federal Work-Study Jobs that meet certain criteria. Please contact Student Employment if you feel your job would be considered Community Service.

Is this Job considered Community Service?	Choose one... ▼
Community Service Type	Choose one... ▼



What is considered a One Time Job?

One Time Jobs are short term opportunities less than one (1) week of time. A good example of a One Time Job would be the need to hire a Photographer or a musician for an event you/the department is hosting.

One time jobs are created in the same manner as hourly or weekly salary jobs.

21

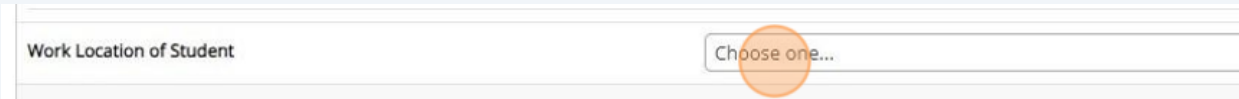
Select the primary contact/supervisor

NOTE: Only supervisors assigned to the Org where the job is being created will display. If you don't see a supervisor, please check to see if they are assigned to the selected org before contact student employment for assistance.

Every job must have one primary contact person (the next question). It may also have any number of secondary contact people.

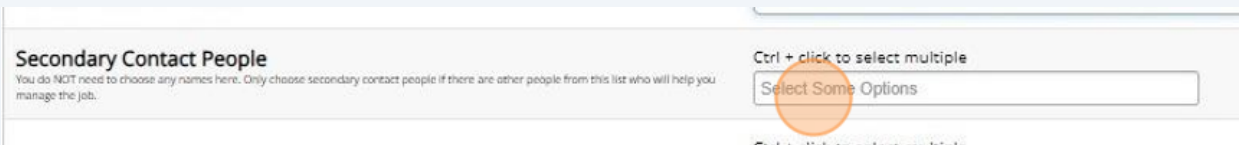
Primary Contact Person *	Choose one... ▼
Select a contact and the Data below will prefill from the Primary contact's user profile. You must clear the field if you do not want it displayed with the pc	
Phone Number	<input type="text"/>
Fax Number (Optional)	<input type="text"/>
Email	<input type="text"/>
Location *	<input type="text"/>

22 (Optional) Identify the location on campus where the student employee is expected to work



Work Location of Student Choose one...

23 (Optional) Select the secondary contacts/supervisors, If applicable



Secondary Contact People
You do NOT need to choose any names here. Only choose secondary contact people if there are other people from this list who will help you manage the job.

Ctrl + click to select multiple
Select Some Options

24 Indicate if this job will accept applications

Student Employment is strongly encourage the use of the application system for all hourly paid positions. This will help students and supervisors track interest, initiate communication, provide status updates and complete hires when selections are completed.

Do you wish to collect online applications for this job? Yes No

25 (Optional) Input the preferred work hours ranges for the job



Job Preferred Hours (Work Shift)

Housing Included?

Submit

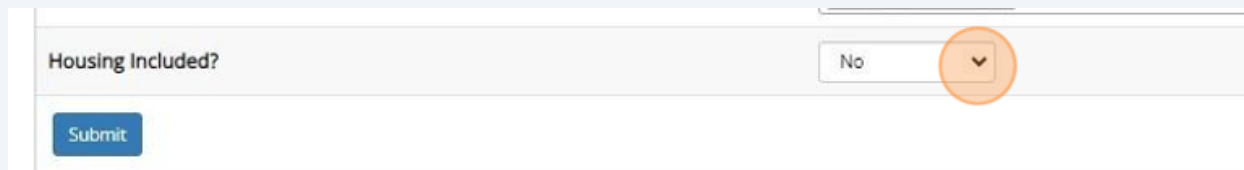
Ctrl + click to select multiple

- Afternoon (12PM-5PM)
- Day time (full day 9AM-5PM)
- Early morning (5AM-9AM)
- Evening (5PM-9PM)
- Morning (9AM-12PM)
- Overnight (9PM-5AM)

26

(Optional) Identify if this job will including housing

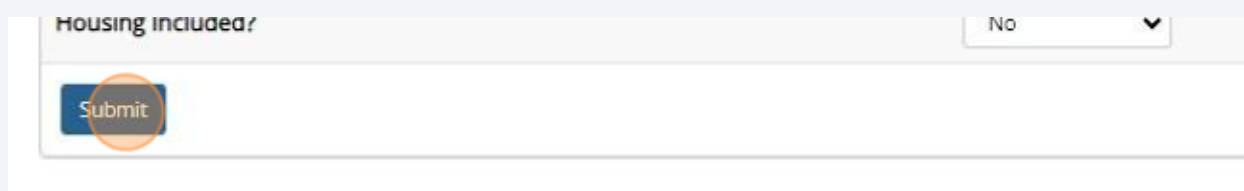
****Primarily used for summer jobs****



A screenshot of a form field labeled "Housing Included?". To the right of the text is a dropdown menu with "No" selected and a downward arrow. Below the form field is a blue "Submit" button. An orange circle highlights the dropdown arrow.

27

Click 'Submit' when you've completed the form



A screenshot of the same form field as in step 26. The "Submit" button is now highlighted with an orange circle.

Job Applications



Alert!

Job applications will have default questions that cannot be deleted or removed. Users may add additional questions to the default application or contact Student Employment with suggestions for new default questions.

28 Review / Add to default job application

The job data was successfully saved. However, the job is not posted on the website. There are two more steps. First, please review the job application below and edit it to your preferences.

Timer 29:38

Pending Job Application - 020TBD - all NOT CAS related (10000049) - Artist

General

BU ID *

First Name *

Middle Name

Last Name *

Email *

Primary Phone Number

Schedule

Save Application

Submit for Approval

29 Before submitting the new job for approval answer the list of questions. Once complete, submit the request by clicking, "Click here to finish"

Employees - JobX - Reporting - Access & Audit - Help -

You are adding a brand new job to the web site for:

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Student Employment (10000327) - Social Media Assistant

Your job will be approved by an administrator before it can be posted. Please choose an option.

1. When do you want the job to be reviewed for approval? As soon as possible
2. Do you want the job listed immediately after it is approved? Yes, immediately
3. For how many days do you want the job to be listed on the site? Until I close the job

When all the above information looks correct... [Click here to finish!](#)

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