From the main page: http://studentjobs.colorado.edu you will select the **Employer** box.

This will take you to the CU Boulder Student Jobs Employer Profile Page.

To create a new profile, click either of the **Register** links

This will take you to the **Account Information** page

Create a **User Name and Password**. Enter **Email** you want linked to account.
Click **Create Employer Profile** when done.

Account Creation Tips

DO NOT include special characters or spaces in username

The email address used to create the profile can only be used **once**. This means if the company email is used, the username is tied to that email address and someone else will need to know the password if you leave the company

Multiple profiles cannot have the same account email address.

You will see the Employer Profile. You will need to enter information on Employer Type, General Information, Mailing Address, Primary Contact pages in order to create a job posting.

Select your **Employer Type** – this will determine the types of jobs you're able to post.
Only on-campus and approved off-campus employers can post work-study positions; any non-affiliated employer can advertise an hourly job under Off-Campus (Non Work-study/JLD).

If you're not sure, [contact](#) the Student Employment Office for help.

Home	Edit Profile	Add Job	Help	Contact Us

Employer Profile

* = Required

Employer Type	**What type of employer are you?** *
General Information	(On-Campus Employers: if your department is not in the drop-down list, please contact Student
Mailing Address	Employment. All departments must be approved prior to posting.)
Primary Contact	
Secondary Contact	
Update Password	○ Off-Campus (Non Work-study/JLD):

The Job Location and Development (JLD) Program helps employers fulfill specific personnel requirements for part-time and seasonal job openings.

In order to continue to receive the government funds that support our services, we are required to collect statistics on the jobs posted in our office. You must submit hiring statistics when you inactivate a job posting.

○ Off-Campus (Work-study):

Only pre-approved public agencies should choose this selection: Local public agencies including city or county governmental offices, public schools, community-owned hospitals, public libraries, community centers, and nonprofit organizations must have a Work-Study contract with the University of Colorado Boulder

◉ On-Campus:

Student employees are important members of many on-campus departments. Whether you employ multiple students or are just beginning to look for one

Next

Note: Your page data will be saved when you click the Next button

Select **Next**

General Information
If you don't see your department/agency listed, the Student Employment Office is happy to help- but it may just be listed in a way that you're not used to.
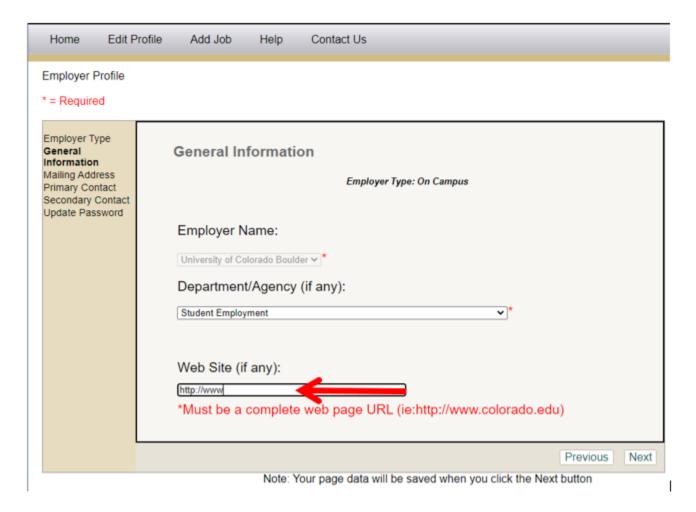
Employer/Individual's Name:
On-Campus: **Employer Name** defaults to **University of Colorado Boulder**
    Note to On-Campus CU Employers: when selecting your department from the drop-down list, keep in mind that the wording may differ from what you're used to. For example, the Wolf Law Library is just called "Law Library."
Off-Campus Work-study: Select their agency from the dropdown menu
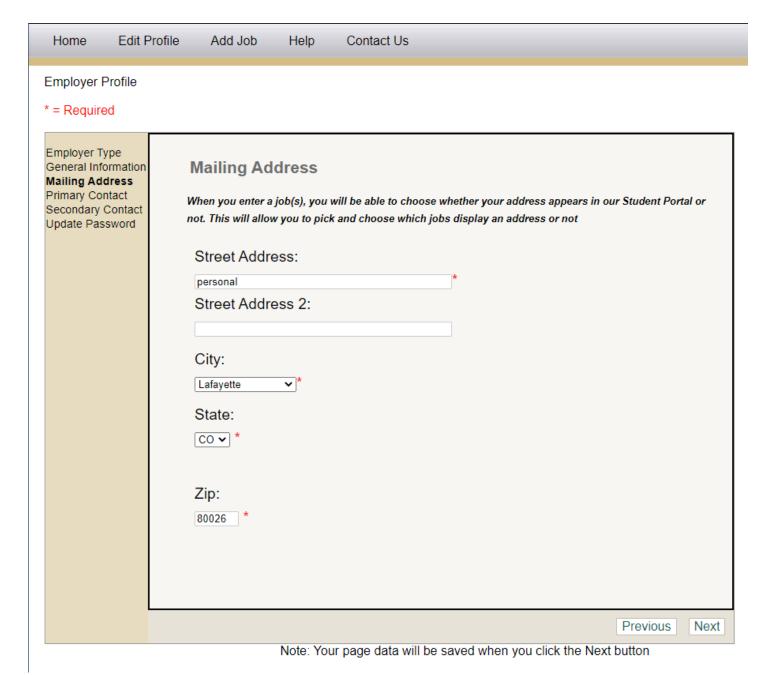Off-Campus Non-affiliated employers will type in their company name

In the **Department/Agency** (if any) field, select your **Department Name** from the dropdown menu. This will mainly be used by on-campus employers to show their area in the University.

Website: if you enter a website in the General Information section, make sure to include **http://** in the address so it displays correctly to students.

Select **Next**
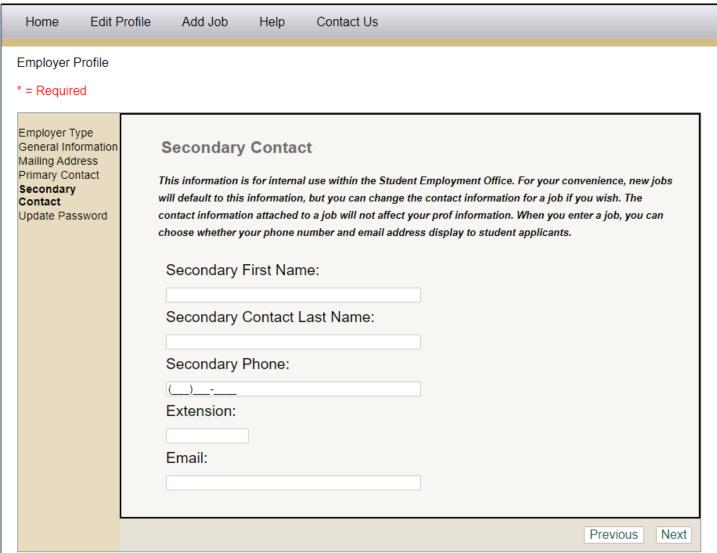
Mailing Address

A **Mailing Address** is required for the profile. The address will default into the job posting but the employer can change the address in the job posting if needed. For example, to protect the employer and not have anyone show up at your house for a childcare position, you would list your home address in the profile but in the actual job posting you can remove the physical street address and just leave City and State for location so students have a general idea where the job is located. Once you set up an interview/hire you can give physical street address.

Home   Edit Profile   Add Job   Help   Contact Us

Employer Profile

* = Required

Employer Type
General Information
Mailing Address
Primary Contact
Secondary Contact
Update Password

Mailing Address

When you enter a job(s), you will be able to choose whether your address appears in our Student Portal or not. This will allow you to pick and choose which jobs display an address or not

Street Address:

personal   *

Street Address 2:

City:

Lafayette   ⌄ *

State:

CO ⌄ *

Zip:

80026   *

Previous   Next

Note: Your page data will be saved when you click the Next button

Select **Next**

Secondary Contact

Secondary Contact is optional. It does not default into the job posting even though it says it will. It defaults to the Primary Contact person. You can enter a secondary contact incase you leave your position and someone else needs to enter a job posting under the company profile. However, they must know the password or be able to click the forgot password on the login page and have the email go to the Primary Contact email address.

| Home | Edit Profile | Add Job | Help | Contact Us |

Employer Profile

* = Required

Employer Type
General Information
Mailing Address
Primary Contact
Secondary Contact
Update Password

Secondary Contact

This information is for internal use within the Student Employment Office. For your convenience, new jobs will default to this information, but you can change the contact information for a job if you wish. The contact information attached to a job will not affect your prof information. When you enter a job, you can choose whether your phone number and email address display to student applicants.

Secondary First Name:

Secondary Contact Last Name:

Secondary Phone:

(___)___-___

Extension:

Email:

Previous   Next

Note: Your page data will be saved when you click the Next button

Update Password

Finally, employers can change their own password at any time using the last link, titled **Log-In Information**.

If you forgot your password, you will select "Forgot Password" on the log-in page. A new password will be emailed to you. You will want to copy/paste that password here and then change to a new password.

Home	Edit Profile	Add Job	Help	Contact Us

Employer Profile

* = Required

Employer Type General Information Mailing Address Primary Contact Secondary Contact **Update Password**	**Update Password** *This is not a required action. You can change your password at any time. It is not required, If you do not want to change your password, simply click finish* Change Your Password *New password must be 8 characters long Password: _____ New Password: _____ Confirm New Password: _____ [Change Password] [Cancel]

[Previous] [Finish]

Note: Your page data will be saved when you click the Next button

You're finished!
Continue to [Managing Your Profile and Jobs](#)