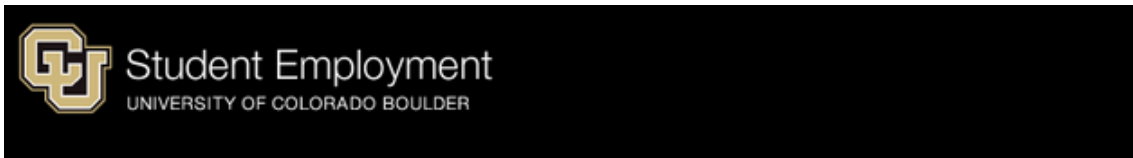


StudentJobs@CUBoulder

Creating an Employer Profile

[Contact](#) Student Employment

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



Welcome to CU-Boulder Student Jobs!



Who can search?

CU-Boulder students can view openings for on and off-campus positions.

Work-study jobs are open to students who have applied for financial aid and have either received a work-study award or are eligible for the [work-study waitlist](#).

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

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

A screenshot of the 'CU Boulder Student Jobs' Employer Profile page. At the top is a black header with the CU Boulder logo and 'Student Employment UNIVERSITY OF COLORADO BOULDER'. Below the header is a navigation bar with 'Home' and 'Register' links. A red arrow points from the 'Register' link in the navigation bar to the 'Register' link in the main content area. The main content area has the title 'CU BOULDER STUDENT JOBS' and 'EMPLOYER PROFILE - LOG IN'. Below this is a message: 'Please enter your username and password. [Register](#) if you don't have an employer profile. For assistance, please contact the [Student Employment Office](#).' There is a form titled 'Employer Profile Account Information' with two input fields: 'Username:' and 'Password:'. Each field has a red asterisk to its right. At the bottom right of the form are two buttons: 'Log In' and 'Forgot Password'.

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.

[Home](#) [Register](#) [Help](#) [Contact Us](#)

CREATE A NEW EMPLOYER PROFILE ACCOUNT

Use the form below to create a new employer profile account.

When choosing a username, **do not include special characters or spaces**. Example of a good username: cecilsmith

Your username is what you will use to log into CU Boulder Student Jobs. It will only be visible to you and will not appear with your job posting. You may use an email address as your username.

Passwords are required to be a minimum of 6 characters in length.

* = Required

Account Information

User Name:

E-mail:

Password:

Confirm Password:

Create Employer Profile

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
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Employer Profile

* = Required

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

What type of employer are you? *
(On-Campus Employers: if your department is not in the drop-down list, please contact Student Employment. All departments must be approved prior to posting.)

☐ 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.

The screenshot shows a web interface for an "Employer Profile". At the top is a navigation bar with links: Home, Edit Profile, Add Job, Help, and Contact Us. Below this is the "Employer Profile" section, which includes a red asterisk legend: "* = Required". A left-hand sidebar lists navigation options: Employer Type, General Information (highlighted), Mailing Address, Primary Contact, Secondary Contact, and Update Password. The main content area is titled "General Information" and shows "Employer Type: On Campus". It contains three fields: "Employer Name:" with a dropdown menu showing "University of Colorado Boulder" and a red asterisk; "Department/Agency (if any):" with a dropdown menu showing "Student Employment" and a red asterisk; and "Web Site (if any):" with a text input field containing "http://www". A large red arrow points to the "http://www" text in the website field. Below the website field is a red note: "*Must be a complete web page URL (ie:http://www.colorado.edu)". At the bottom right of the form are "Previous" and "Next" buttons. A footer note states: "Note: Your page data will be saved when you click the Next button".

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
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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:

*

Street Address 2:

City:

*

State:

*

Zip:

*

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
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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	<div><h3>Update Password</h3><p><i>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</i></p><p>Change Your Password</p><p>*New password must be 8 characters long</p><p>Password: <input type="text"/></p><p>New Password: <input type="text"/></p><p>Confirm New Password: <input type="text"/></p><p><input type="button" value="Change Password"/> <input type="button" value="Cancel"/></p></div> <div><input type="button" value="Previous"/> <input type="button" value="Finish"/></div> <p>Note: Your page data will be saved when you click the Next button</p>

You're finished!

Continue to [Managing Your Profile and Jobs](#)