

CU-Boulder Student Jobs

Managing Profile and Jobs

[Contact](#) Student Employment

Once you log in at <http://studentjobs.colorado.edu> you're taken to the **Home** screen.

From here, you may review the Employer Profile information and any jobs you've created. Use the **Edit Profile** link on the left to update your profile information or change your account password.

The screenshot shows the Home screen of the CU-Boulder Student Jobs system. At the top is a navigation bar with links: Home, Edit Profile, Add Job, Help, and Contact Us. The main content area is divided into several sections. On the left, there is a 'Quick Links' section with a list of links: Edit Profile, Add A Job, Search Job Listings, Help & FAQ, Colorado Department of Labor & Employment, Colorado State Minimum Wage, and On-campus Employment Handbook. Below this is a 'Contact' section with mailing address and phone information. On the right, the 'Employer Profile' section is circled in red, showing details for CU / Department: Student Employment, including employer type, phone, contact name, and email. Below this are sections for 'Jobs Waiting for CU Approval', 'Open Jobs Visible to Students', and 'Closed/Filled Jobs'. The 'Closed/Filled Jobs' section contains a table with columns for JobID, JobType, JobTitle, JobDescription, and Comment.

JobID	JobType	JobTitle	JobDescription	Comment
View/Re-Open 5453	On-Campus Hourly	sdsdfad	dafjasfa'd	

The Home screen displays all jobs related to your profile, organized by status: Jobs Waiting for CU Approval, Open Jobs, and Closed/Filled Jobs.

Use the **Add Job** link at the top of the Home screen to create a new job.

This image is a close-up of the navigation bar at the top of the Home screen. It shows five buttons: Home, Edit Profile, Add Job, Help, and Contact Us. A red arrow points directly to the 'Add Job' button, highlighting it as the action to take to create a new job.

Tips on Adding a Job

- There is a 500-character limit on the text of a job posting
- Pay must be at least \$8.00 per hour (Colorado minimum wage)
- Consider attaching a PDF flyer or application with your information for applicants to return- this will streamline the application process

Once created, new jobs are routed to CU Student Employment for approval; they appear in the section below your profile information labeled **Jobs Waiting for CU Approval**. Approval takes about two business days.

Jobs Waiting for CU Approval							
View/Edit	<u>Job ID</u>	<u>Type</u>	<u>Title</u>	<u>Description</u>	<u>Created</u>	<u>Edited</u>	<u>Entry Completed</u>
View/Edit	194	On-Campus Work Study	Operations Student Assistant I	Do Operations stuff in the OFA Operations office.	9/10/2012 9:51:11 AM	9/14/2012 2:49:00 PM	<input checked="" type="checkbox"/>

Once approved, open jobs are visible to students and will display in the middle section, labeled **Open Jobs Visible to Students**. You can leave a job open for as long as you'd like.

As soon as you would like to close the position, simply click the **View/Edit** link next to the JobID of the job you'd like to close. On the first screen right up top, click the **Close Job** button. A box will appear asking you to confirm.

The screenshot shows the 'Job Opening Details (Edit Mode)' page. At the top, there is a navigation bar with links: Home, Edit Profile, Add Job, Help, and Contact Us. Below the navigation bar, the page title is 'Job Opening Details (Edit Mode)' with a red asterisk indicating required fields. A red arrow points to a 'Click to Close Job' button. A modal dialog box is open in the center, titled 'You are about to close this job!'. The dialog asks 'Would you like to?' and has two buttons: 'Close Job' and 'Cancel Closing'. The background page shows a sidebar with links: General Information, Basic Information, Location, Contact, Special, Qualifications, Compensation, Duration, and Final Instructions. The main content area has a form with fields for 'What type of job is this?' (with radio buttons for On-Campus and Off-Campus), 'Job Title (max of 100 characters)', and 'Job Duties and Qualifications'.

If you are an Off-Campus Hourly Employer you will see a different box pop up requesting the statistics on the posting.

When an hourly position is filled by a CU Student, you are required to answer the following information:

Number of CU Students Hired? *

Average Weekly Hours? (round hours up) *

Average Pay rate? *

Number of Weeks Student(s) Have Worked? (round weeks up) *

Would you like to?

On your Home screen, the job will now display in the bottom section, labeled **Closed/Filled Jobs**. This change is immediate.

Closed/Filled Jobs								
	<u>JobID</u>	<u>JobType</u>	<u>JobTitle</u>	<u>JobDescription</u>	<u>Comment</u>	<u>Approved</u>	<u>Expiration</u>	<u>DateClosed</u>
View/Re-Open	194	On-Campus Work Study	Operations Student Assistant I	Do Operations stuff in the OFA Operations office.		<input type="checkbox"/>		9/10/2012 12:57:57 PM
View/Re-Open	200	On-Campus Hourly	Operations Student Staff	All kinda stuff.		<input type="checkbox"/>		9/10/2012 11:34:15 AM

Later, if you decide you'd like to reopen the job to more applicants, just click the Edit/Resubmit for Approval link. Make any changes you'd like, and then on the General Information page up top, uncheck the box to Re-Open the position. *Make sure you hit the NEXT button to save the changes you made to that screen.*

If you've made changes, Student Employment will need to re-approve. If you have not made changes, the job will be reopened immediately.

Home	Edit Profile	Add Job	Help	Contact Us
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Job Opening Details (Edit Mode)

* = Required

This job is now CLOSED.

☒ This Job is Mark "CLOSED" and will now appear in your "Closed/Filled Jobs" section of the home page.
 *You may return to the home page.
 *To Re-open Job, Simply Uncheck

[Edit/Resubmit for Approval](#)

General Information Basic Information Location Contact Special Qualifications Compensation Duration Final Instructions	<p>What type of Job are you offering? *</p> <p><input checked="" type="checkbox"/> Off-Campus Hourly</p> <p>Job Title (max of 50 characters):</p> <p><input type="text" value="On-Call Positions"/> *</p> <p>Job Duties and Qualifications (max of 500 characters):</p> <p><input type="text" value="Looking for temporary work for extra \$\$? Fill out an application at the Student Employment website and you will receive credit towards your employment opportunities"/> *</p>
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Have we missed something? If you haven't found the info you needed, [contact](#) the Student Employment Office- we are happy to help!