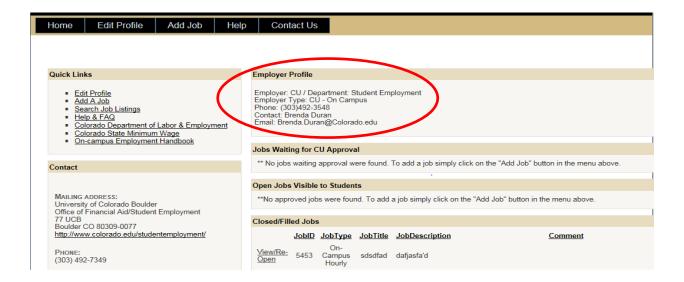# CU-Boulder Student Jobs
Managing Profile and Jobs
Contact Student Employment

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 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.
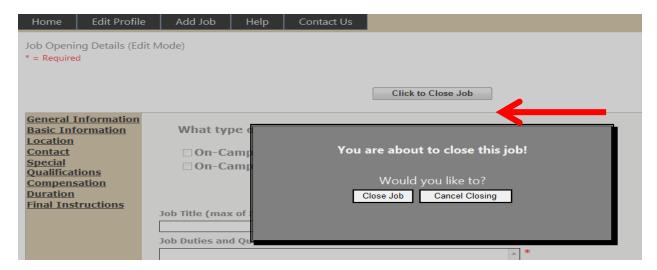
Tips on Adding a Job

- 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.

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.

If you an Off-Campus Hourly Employer you will see a different box pop up requesting the statistics on the posting.
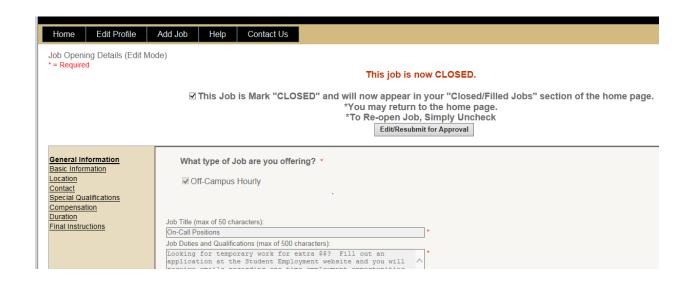
When an hourly position is filled by a CU Student, you are required to answer the following information:

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?
[Submit Answers] [Cancel Closing]

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

Closed/Filled Jobs

	JobID	JobType	JobTitle	JobDescription	Comment	Approved	Expiration	DateClosed
View/Re-Open	194	On-Campus Work Study	Operations Student Assistant I	Do Operations stuff in the OFA Operations office.		☐		9/10/2012 12:57:57 PM
View/Re-Open	200	On-Campus Hourly	Operations Student Staff	All kinda stuff.		☐		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.

Have we missed something? If you haven't found the info you needed, contact the Student Employment Office- we are happy to help!