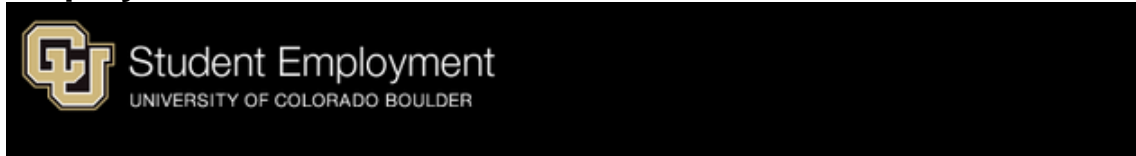


CU Boulder Student Jobs

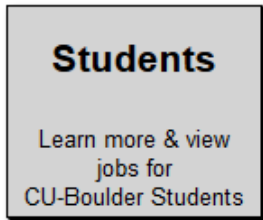
Creating an Employer Profile

[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](#).

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

A screenshot of the CU Boulder Student Jobs website. The top navigation bar includes "Home", "Register", "Help", and "Contact Us". A red arrow points to the "Register" link. Below the navigation bar, the page title is "CU-Boulder Student Jobs" and the sub-header is "EMPLOYER PROFILE - LOG IN". The main content area contains the text: "Please enter your username and password. [Register](#) if you don't have an employer profile. For assistance, please contact the [Student Employment Office](#)." Below this text is a form titled "Employer Profile Account Information" with two input fields: "Username:" and "Password:". A red arrow points to the "Register" link in the text above the form. At the bottom right of the form, there are two buttons: "Log In" and "Forgot Password".

This will take you to the Account Information page

Student Employment
UNIVERSITY OF COLORADO BOULDER

Home Register Help Contact Us

CREATE A NEW EMPLOYER PROFILE ACCOUNT

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

The email address used to create the profile can only be used once.

Do not put a space in the User Name.

Multiple profiles cannot have the same account email address.

Employer Type – 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 employer can advertise an hourly (non- work-study) job.

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

Student Employment
UNIVERSITY OF COLORADO BOULDER

Home Edit Profile Add Job Help Contact Us

Employer Profile

*** = Required**

Employer Type

- [General Information](#)
- [Mailing Address](#)
- [Primary Contact](#)
- [Secondary Contact](#)
- [Log-in Information](#)

What type of employer are you? *

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

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

Home Edit Profile Add Job Help Contact Us

Employer Profile

* = Required

Employer Type
General Information
Mailing Address
Primary Contact
Secondary Contact
Contact
Log-in
Information

General Information

Employer Type: On Campus

Employer Name:
*

Department/Agency (if any):
*

Web Site (if any):

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

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."

If you don't see your department, the Student Employment Office is happy to help- but it may just be listed in a way that you're not used to.

A Mailing Address and Primary Contact are required for the profile, but the Secondary Contact is optional. Employers can change address and both the Primary and Secondary Contacts as necessary.

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

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

Employer Profile

* = Required

[Employer Type](#)
[General Information](#)
[Mailing Address](#)
[Primary Contact](#)
[Secondary Contact](#)
[Log-in Information](#)

Log-in Information

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:

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

You're finished!

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