Creating an Employer Profile

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
This will take you to the Account Information page

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

**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**.

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