

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. Below this, the page is divided into several sections. On the left, there are 'Quick Links' and 'Contact' information. The 'Employer Profile' section is circled in red and contains the following information: Employer: CU / Department: Student Employment, Employer Type: CU - On Campus, Phone: (303)492-3548, Contact: Brenda Duran, Email: Brenda.Duran@Colorado.edu. 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: JobID, JobType, JobTitle, JobDescription, and Comment. A 'View/Re-Open' link is also present.

View/Re-Open	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 close-up screenshot focuses on the navigation bar at the top of the Home screen. The navigation bar contains five links: Home, Edit Profile, Add Job, Help, and Contact Us. A red arrow points directly to the 'Add Job' link, highlighting it as the primary action for creating 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							
<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.

Home Edit Profile Add Job Help Contact Us

Job Opening Details (Edit Mode)
* = Required

Click to Close Job

General Information
Basic Information
Location
Contact
Special
Qualifications
Compensation
Duration
Final Instructions

What type of job is this?
 On-Campus
 On-Campus

Job Title (max of 500 characters)
Job Duties and Qualifications

You are about to close this job!
Would you like to?
Close Job Cancel Closing

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								
	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.		<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	
Job Opening Details (Edit Mode) * = Required	
This job is now CLOSED.	
<input checked="" type="checkbox"/> 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	
<input type="button" value="Edit/Resubmit for Approval"/>	
General Information Basic Information Location Contact Special Qualifications Compensation Duration Final Instructions	What type of Job are you offering? * <input checked="" type="checkbox"/> Off-Campus Hourly Job Title (max of 50 characters): <input type="text" value="On-Call Positions"/> * Job Duties and Qualifications (max of 500 characters): <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"/> *

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