From the main page: [http://studentjobs.colorado.edu](http://studentjobs.colorado.edu) you will select the **Employer** box.

Welcome to CU-Boulder Student Jobs!

**Students**

Learn more & view jobs for CU-Boulder Students

**Employer**

Post jobs(s) for CU-Boulder Students

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](http://work-study.waitlist).

This will take you to the CU Boulder Student Jobs Employer Profile Page.

To create a new profile, click either of the **Register** links.
This will take you to the **Account Information** page

Create a **User Name and Password**. Enter **Email** you want linked to account. Click **Create Employer Profile** when done.

**Account Creation Tips**

**DO NOT** include special characters or spaces in username.

The email address used to create the profile can only be used **once**. This means if the company email is used, the username is tied to that email address and someone else will need to know the password if you leave the company.

**Multiple profiles cannot have the same account email address.**
You will see the Employer Profile. You will need to enter information on Employer Type, General Information, Mailing Address, Primary Contact pages in order to create a job posting.

Select your **Employer Type** – this 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 non-affiliated employer can advertise an hourly job under Off-Campus (Non Work-study/JLD).*

If you’re not sure, **contact** the Student Employment Office for help.
General Information
If you don’t see your department/agency listed, the Student Employment Office is happy to help- but it may just be listed in a way that you’re not used to.

Employer/Individual’s Name:
On-Campus: Employer Name defaults to University of Colorado Boulder
   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.”
Off-Campus Work-study: Select their agency from the dropdown menu
Off-Campus Non-affiliated employers will type in their company name

In the Department/Agency (if any) field, select your Department Name from the dropdown menu. This will mainly be used by on-campus employers to show their area in the University.

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

Select Next
**Mailing Address**

A **Mailing Address** is required for the profile. The address will default into the job posting but the employer can change the address in the job posting if needed. For example, to protect the employer and not have anyone show up at your house for a childcare position, you would list your home address in the profile but in the actual job posting you can remove the physical street address and just leave City and State for location so students have a general idea where the job is located. Once you set up an interview/hire you can give physical street address.

Select **Next**
Secondary Contact
Secondary Contact is optional. It does not default into the job posting even though it says it will. It defaults to the Primary Contact person. You can enter a secondary contact in case you leave your position and someone else needs to enter a job posting under the company profile. However, they must know the password or be able to click the forgot password on the login page and have the email go to the Primary Contact email address.
Update Password
Finally, employers can change their own password at any time using the last link, titled Log-In Information.

If you forgot your password, you will select “Forgot Password” on the log-in page. A new password will be emailed to you. You will want to copy/paste that password here and then change to a new password.

You’re finished!
Continue to Managing Your Profile and Jobs