Student Employment Services – Job Posting Web App

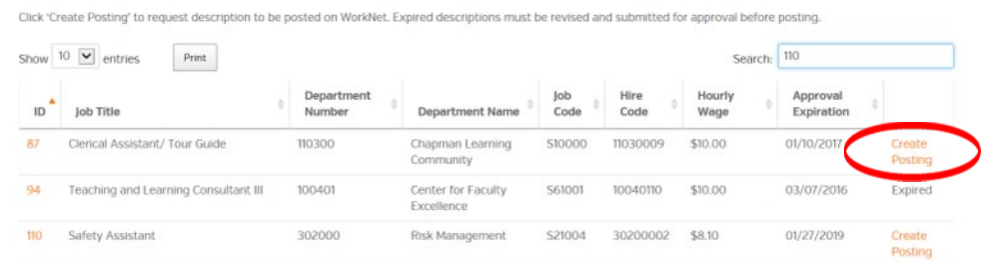|	
SECTION IV CREATING A JOB POSTING **Step 1:** To post a job vacancy, a Job Description must have been submitted and approved by SES	BOWLING GREEN STATE UNIVERSITY **BGSU. STUDENT EMPLOYMENT SERVICES** STUDENT EMPLOYMENT JOB DESCRIPTIONS ON-CAMPUS POSTINGS EXTERNAL EMPLOYERS ADMIN Submit New Posting View My Postings *Click On-Campus Postings>Submit New Posting*
Step 2: Enter your Department ID in the search box to bring up the list of Job Descriptions that are approved for posting	**SUBMIT NEW ON-CAMPUS POSTING** Click 'Create Posting' to request description to be posted on WorkNet. Expired descriptions must be revised and submitted for approval before posting. Show 10 entries Print Search: | ID	Job Title	Department Number	Department Name	Job Code	Hire Code	Hourly Wage	Approval Expiration	
---	---	---	---	---	---	---	---	---
1	LITS - Student Technical Assistant	120501	University Libraries	S61000	12050130	9.60	11/19/2020	Create Posting
2	C&T - Student Cataloging Assistant	120501	University Libraries	S00001	12050160	8.10	11/04/2019	Create Posting
3	Arch - Student Supervisor for Micrographics Lab	120501	University Libraries	S00003	12050161	9.45	02/19/2020	Create Posting
4	Arch - Co-op Position for Archival Collections	120501	University Libraries	S99998	12050149	11.60	11/01/2020	Create Posting	 NOTE: You may only post a position that has been approved for your department. If you would like to use a description that is approved for another department, you must submit a new job description for your department.
Step 3: Click "Create Posting" for the job you want to post. Fill in all the necessary information. Fields with * are required.	Click 'Create Posting' to request description to be posted on WorkNet. Expired descriptions must be revised and submitted for approval before posting. Show 10 entries Print Search: 110 | ID	Job Title	Department Number	Department Name	Job Code	Hire Code	Hourly Wage	Approval Expiration	
---	---	---	---	---	---	---	---	---
87	Clerical Assistant/ Tour Guide	110300	Chapman Learning Community	S10000	11030009	$10.00	01/10/2017	Create Posting
94	Teaching and Learning Consultant III	100401	Center for Faculty Excellence	S61001	10040110	$10.00	03/07/2016	Expired
110	Safety Assistant	302000	Risk Management	S21004	30200002	$8.10	01/27/2019	Create Posting	 *Expired descriptions must be revised and submitted for approval before posting.*

Step 4:

Fill in contact information

Department:
Populates automatically.

Job Code:
Populates automatically.

Address:
Enter address of the contact.

Contact Name:
Enter Contact name (this will be the person that gets the email notification from Handshake)

Contact Phone:
Enter Contact phone

Contact Email:
Enter Contact email

ON-CAMPUS POSTING

* Department

101850 - Student Employment

Job Code

S10000 - Clerical 1

* Address

* Contact Name

* Contact Phone

* Contact E-mail Address

Step 5: **Job Title:** Populates automatically **Purpose:** Populates automatically **Key Duties:** Populates automatically **Additional Duties:** Enter any additional duties that apply specifically to this posting. **Qualifications:** Populates automatically **Additional Information:** Enter any additional information that applies specifically to this posting	* Job Title Student Assistant I * Purpose To support the staff members of Student Employment Services by providing customer service, processing documents, completing clerical tasks and running errands. * Key Duties 1. Answer basic questions (by phone and in person) regarding programs. services, processes. policies, procedures of Student Employment Services by following established and standardized procedures 2. Operate office machines such as multi-line phone. photocopier, fax and desktop computers 3. Assist students with WorkNet registration and demonstrate basic job search processes according to established office procedures 4. Access Student Employment Services (e.g. WorkNet) and University databases (e.g. PeopleSoft) to retrieve information, answer inquiries, process applications and payroll forms Additional Duties * Qualifications 1. Ability to speak clearly, using appropriate grammar 2. Ability to follow detailed directions and instructions 3. Ability to sort, alphabetize and organize data and forms; ability to send email messages 4. Perform basic Internet searches, and compose/edit documents using Microsoft Word and Excel Additional Information

Step 6: **Number of Vacancies:** Enter the number of students you plan to hire **Approximate Hours Per Week:** Enter the number of hours per week you expect the student will work (cannot exceed 28 hours per week). **Schedule Days and Times:** Enter required days and times or varied as appropriate. **Employment Period:** Choose period of employment from the drop-down	* Number of Vacancies * Approximate Hours Per Week Students cannot work more than 28 hours per week * Schedule Days and Times * Employment Period -- Please Select --
Step 7: **Choose how you want student to apply:** Can choose more than one and the corresponding fields will appear based on your choice.	**HOW TO APPLY** ☐ Inquire by phone ☐ Inquire in person ☐ Inquire by e-mail ☐ Inquire by other method Additional Instructions to Apply If you have additional materials that need to be provided to the applicant (such as an application form), please send these to stuemp@bgsu.edu. • Inquire by phone; phone number entered previously will default. This can be changed if necessary. • Inquire in person; address entered previously will default. This can be changed if necessary. • Inquire by email; email entered previously will default. This can be changed if necessary. • Inquire by other method; enter detailed instructions to apply (website, etc.). If you have other materials such as an application to add to the posting, please send to stuemp@bgsu.edu and indicate the corresponding job.

Step 10: **Compensation type:** Automatically populates. **If Hourly, choose Regular employment or Federal Work Study:** You may choose either or both. (FWS may only be used during the academic year for hourly jobs) **Posting Start Date:** Enter the date for the posting to start. Allow up to 3 business days for job to be posted. **Posting Expire Date:** Enter the date for the posting to end. **Click Submit:**	* Compensation Type ◉ Hourly ○ Biweekly Compensation Hourly Wage $10.10 ☐ Regular employment ☐ Federal Work Study * Posting Start Date * Posting Expire Date SUBMIT ▶ Jobs must be posted on Handshake for a minimum of two days. The two-day posting policy is to provide all students reasonable and equal access to job vacancies
Posting Confirmation: The position has been submitted to for approval. SES has up to 3 business days to process. It is not available to students on Handshake until the submitter receives the confirmation email.	**ON-CAMPUS POSTING CONFIRMATION** Thank you for posting your position. Jobs are usually posted to WorkNet within three business days, except during the week preceding and the week after the first day of classes each semester. Once posted on WorkNet, the person listed as the contact will receive an email from WorkNet with a confirmation of the posting. Once you fill the vacancies for this posting, contact Student Employment Services and request that the job posting be deactivated. In the event that the student does not stay on the job for 30 days, you can hire another student (within the 30 days) without reposting the job. The on-campus posting has been assigned the ID number **2**. Please retain this number and refer to it when communicating with Student Employment Services about the posting. Review on-campus postings you have submitted Submit another on-campus posting *Approvals during peak periods may take longer than 3 business days*