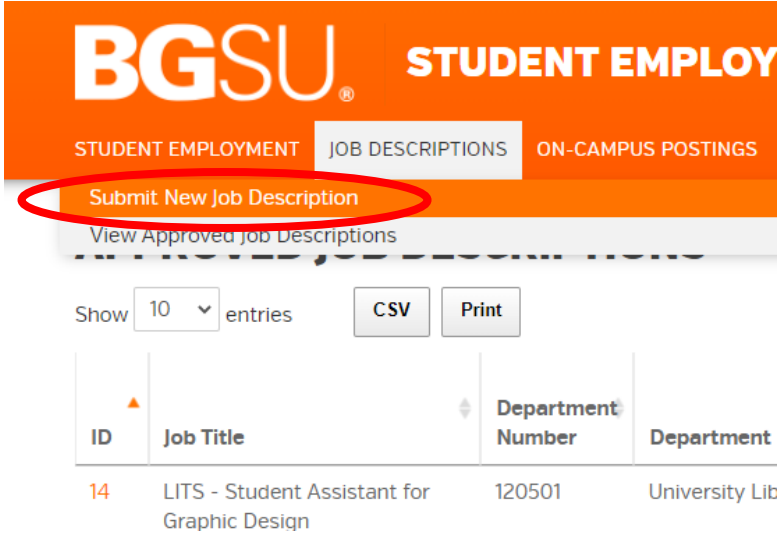


Student Employment Services – Job Posting Web App

<p>SECTION II CREATING A JOB DESCRIPTION</p> <p>Step 1:</p> <p>Click “Job Descriptions> Submit New Job Description”</p>	 <p>The screenshot shows the BGSU Student Employment Job Postings page. The navigation tabs are 'STUDENT EMPLOYMENT', 'JOB DESCRIPTIONS', and 'ON-CAMPUS POSTINGS'. The 'JOB DESCRIPTIONS' tab is active, and the 'Submit New Job Description' link is circled in red. Below the navigation, there is a 'View Approved Job Descriptions' link, a 'Show 10 entries' dropdown, and 'CSV' and 'Print' buttons. A table of job postings is visible, with the following data:</p> <table border="1"><thead><tr><th>ID</th><th>Job Title</th><th>Department Number</th><th>Department</th></tr></thead><tbody><tr><td>14</td><td>LITS - Student Assistant for Graphic Design</td><td>120501</td><td>University Lib</td></tr></tbody></table>	ID	Job Title	Department Number	Department	14	LITS - Student Assistant for Graphic Design	120501	University Lib
ID	Job Title	Department Number	Department						
14	LITS - Student Assistant for Graphic Design	120501	University Lib						
<p>Step 2:</p> <p>The first field is automatically marked as “New,” and the Revised field is locked.</p>	<h3>SUBMIT NEW JOB DESCRIPTION</h3> <p>Please fill out this form to create a new job description. Submitters will be notified by email when job description is approved or denied, along with comments if applicable. Please allow up to three business days.</p> <p>* Is this job description new or revised?</p> <p><input checked="" type="radio"/> New <input type="radio"/> Revised</p>								
<p>Step 3:</p> <p>Enter the Department Number:</p> <p>Using the drop-down menu, choose the 6-digit Department Number or Department Name. You can also start typing the number in the field.</p>	<p>* Department</p> <p><input type="text" value="– Please Select –"/></p>								

Student Employment Services – Job Posting Web App


<p>Step 4:</p> <p>Enter the Job Title: This field will not be editable once SES has approved the Job Description.</p>	<p>* Job Title</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">Student Assistant 1-Kuhlin Hub for Career Design and Connections</div> <p>The title should serve as a clue as to the type of duties that will be performed, (i.e., clerical assistant, computer assistant, courier, tutor, web page designer, cook, customer service representative). It is recommended to use “<i>Student</i>” in the title and do not use any titles that already exist for classified or administrative staff.</p>
<p>Step 5:</p> <p>Enter the Purpose: This field will not be editable once SES has approved the Job Description</p>	<p>* Purpose</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">To support operations of the Kuhlin Hub for Career Design and Connections (includes Student Employment Services and Career Design) by providing excellent customer service,</div> <p>This should be a one or two sentence description of the job. For example: <i>To provide clerical support for faculty and staff in the School of Art.</i></p>
<p>Step 6:</p> <p>Enter the Key Duties: This field will not be editable once SES has approved the Job Description.</p> <p>List the key duties performed on a regular basis. Use “action verbs” to write short descriptions.</p> <p>For example: <i>Greets customers and takes phone messages. Updates on-line records and databases. Performs routine maintenance and troubleshoots equipment. Batches and delivers mail across campus. Analyzes data and prepares reports.</i></p> <p><i>Please note the formatting</i></p>	<p>* Key Duties</p> <div style="border: 1px solid #ccc; padding: 5px;"> <ol style="list-style-type: none"> 1. Answer basic questions (by phone and in person) regarding Kuhlin programs, services, processes, policies, and procedures by following established and standardized procedures 2. Operate office machines such as multi-use phone line, photocopier, faxing by computer, and desktop computers 3. Assist students and alumni with basic job search processes for both on and off campus positions through Handshake. 4. Assist with scheduling staff, student, and alumni appointments based on established guidelines 5. Access Kuhlin Hub databases (e.g., Handshake) and University systems (e.g., PeopleSoft) to retrieve information, answer inquiries, and assist onboarding for student employees 6. Assist with Kuhlin Hub events and programs by organizing event-day materials, posting and distributing materials, setting up and taking down displays, staffing events, and running errands 7. Assist with projects as directed by members of the Kuhlin Hub staff 8. Promote Kuhlin Hub programs and services at outreach and recruiting events 9. Must be available to work occasional evening and weekend events; attend mandatory training sessions and staff meetings; and dress appropriately in accordance with department standards 10. Perform other duties as assigned </div>

Student Employment Services – Job Posting Web App

<p>Step 7:</p> <p>Enter the Additional Responsibilities - This field is NOT required and is editable once SES has approved the Job Description.</p>	<p>Additional Responsibilities</p> <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div> <p>List additional duties that may change often or are tied to a specific period. For example: <i>Required to work Orientation dates in 2023.</i></p>
<p>Step 8:</p> <p>Enter the Qualifications: This field will not be editable once SES has approved the Job Description.</p> <p>These are personal qualities or skills that a student must have (or be able to learn on the job) to fill the position. It is not necessary to list items under each category, but each description should contain statements for general work characteristics and skills.</p> <p><i>Please note the formatting</i></p>	<p>Qualifications</p> <div style="border: 1px solid #ccc; padding: 5px;"> <ol style="list-style-type: none"> 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 5. Must demonstrate attention to detail and maintain confidentiality of written, print and electronic records 6. Understand and apply FERPA, Fair Labor Standards and equal opportunity law 7. Must be available to work occasional evening and weekend events; attend mandatory training sessions and staff meetings; and dress appropriately in accordance with department standards </div> <p>-General work characteristics. List qualities that reflect good work habits and attitudes, such as <i>responsible, dependable, respect for confidentiality, enthusiastic, trustworthy, work independently, self-directed, etc.</i></p> <p>-Skills. List skills that demonstrate the type of mental or physical performance (such as technical or mechanical abilities) that are required or that the student will be expected to learn on the job. Use words to describe the degree of expertise required such as “familiar with” or “experience with.” For example, <i>customer service skills, can prepare mass mailings using Microsoft Word, can proofread journal articles for compliance with APA guidelines, and can take accurate phone messages.</i></p> <p>-Physical. List any physical requirements of the job. For example, <i>must be able to lift 50 pounds, must have current WAI certificate, must be able to stand for two hours at a time.</i></p> <p>-Miscellaneous: List any other requirements of the job. For example, <i>Must have valid driver’s license and maintain insurability to drive BGSU vehicles, Must be eligible for FWS</i></p>

Student Employment Services – Job Posting Web App

<p>Step 8:</p> <p>Enter the Additional Duties: This field is NOT required and is editable once SES has approved the Job Description.</p>	<p>Additional Information</p> <div data-bbox="474 369 1357 533" style="border: 1px solid #ccc; height: 78px;"></div> <p>Use this item to make statements about the position or the department. Comments do not have to relate to any specific part of the description but can be included to provide information about the position or department. For example, <i>must work as a team in a fast-paced office environment.</i></p>
<p>Step 9:</p> <p>Choose the Compensation Type:</p>	<p>* Compensation Type <input type="radio"/> Hourly <input type="radio"/> Biweekly Compensation</p> <p>Please see the BGSU Employers page at the Student Employment Services site for information about minimum wages for student employees.</p> <p>Hourly Wage <input type="text"/></p> <p>Biweekly Compensation Amount <input type="text"/></p> <p>Hourly Wage Indicate the base rate for hourly employees. Must be at least the current minimum wage and must use the \$ sign when entering the amount.</p> <p>OR</p> <p>Biweekly Compensation Indicate the total Bi-Weekly Compensation amount. Bi-Weekly Compensation form of compensation is restricted depending on the conditions of the job. Student Employment Services must approve Bi-Weekly Compensation positions.</p>
<p>Step 10:</p> <p>Choose if eligible for remote work.</p> <p>If yes, visit SES website for policy information.</p>	<p>* Is this position eligible for remote work? <input type="radio"/> Yes <input type="radio"/> No</p> <p>Telecommuting Form for Student Employees & Grad Assistants</p>

<p>Step 11:</p> <p>Click Submit</p> <p>A Job Description Confirmation page will display.</p> <p>Each position will be auto assigned an ID number.</p> <p>SES will review and approve the Job Description. (Allow 3 business days for approval)</p>	 <p>JOB DESCRIPTION CONFIRMATION</p> <p>Thank you for completing the Job Description form. The form will be reviewed by Student Employment Services within 3 business days. Once we have approved the description, you will be able to post the position using the Job Posting Request Form.</p> <p>The job description has been assigned the ID number 3450. Please retain this number and refer to it when communicating with Student Employment Services about the position.</p> <p>Review job descriptions you have submitted</p> <p>Submit another job description</p> <p>STUDENT EMPLOYMENT SERVICES</p> <p>http://www.bgsu.edu/student-employment-services.html</p> <p>stuemp@bgsu.edu</p> <p>419-372-2865</p> <p><i>*You will receive an email stating that the job description has been approved by SES*</i></p> <p><i>*Job Descriptions will remain active for 5 years after approval*</i></p>
--	--