

On-Campus Student Employer



JobX Training Guide

Colorado State University

nextgen
WEB SOLUTIONS

Student Employment Services



Login to JobX

Colorado State University

Student Employment Services

Colorado State University

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Student Employment Services



Welcome to Student Employment

Student Employment Services assists Colorado State University students in securing employment while they are in school. Employment provides students with the opportunity to gain valuable work experience as well as a practical means to contribute to the costs of their education.

Job Openings

Students - Check for jobs on **RAMweb!**

Student Employers - **JobX - Free Job Posting Service**

Career Employers - For career recruitment of permanent full-time/part-time job opportunities and internships, check out the **Career Center**.

Announcements

- 2013-2014 National Student Employment Week
 - Congratulations 2013-2014 Student Employee of the Year!
- Effective January 1, 2014 Colorado minimum wage is \$8.00/hr and \$4.98/hr for tipped employees

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CSU S

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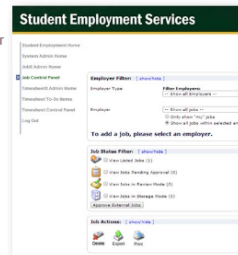
JobX - Job Posting Service

Welcome to Colorado State University's new student Job Posting and Hiring solution, JobX. This is a free service for employers to post and manage job announcements for Colorado State University students. Student Employment Services will post your job announcement for no charge and it will be accessible via RAMweb for up to 30 days. You may login at any time to view, edit, or repost your job announcement. User Guides and login access are provided for each employer type below-right. If you have any questions or issues, please contact us at 970-491-5714, or email us at seserv@colostate.edu.

Colorado State University is an equal opportunity/affirmative action institution and complies with all federal and Colorado State laws, regulations, and executive orders regarding affirmative action requirements in all programs.

We reserve the right to edit or refuse your job announcement for inappropriateness, noncompliance with equal opportunity/affirmative action laws, or minimum wage law. **Minimum wage rates are:**

- Effective January 1, 2015
- Minimum wage is \$8.23/hr
- Tipped Employees minimum wage is \$5.21/hr



On-Campus Employers

Off-Campus Employers

- User Guide - On-Campus Employers (Work-Study)
- User Guide - Off-Campus Employers (All Others)

Search site...

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CSU Student Financial Services

CAP (Campus Administrative Portal)

- Then, select "On-Campus Employers Login" on the next page

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Authentication Required



eID Login

Log in to AttributeContract

eName:

Password:

☐ Disable Single Sign-On for this session

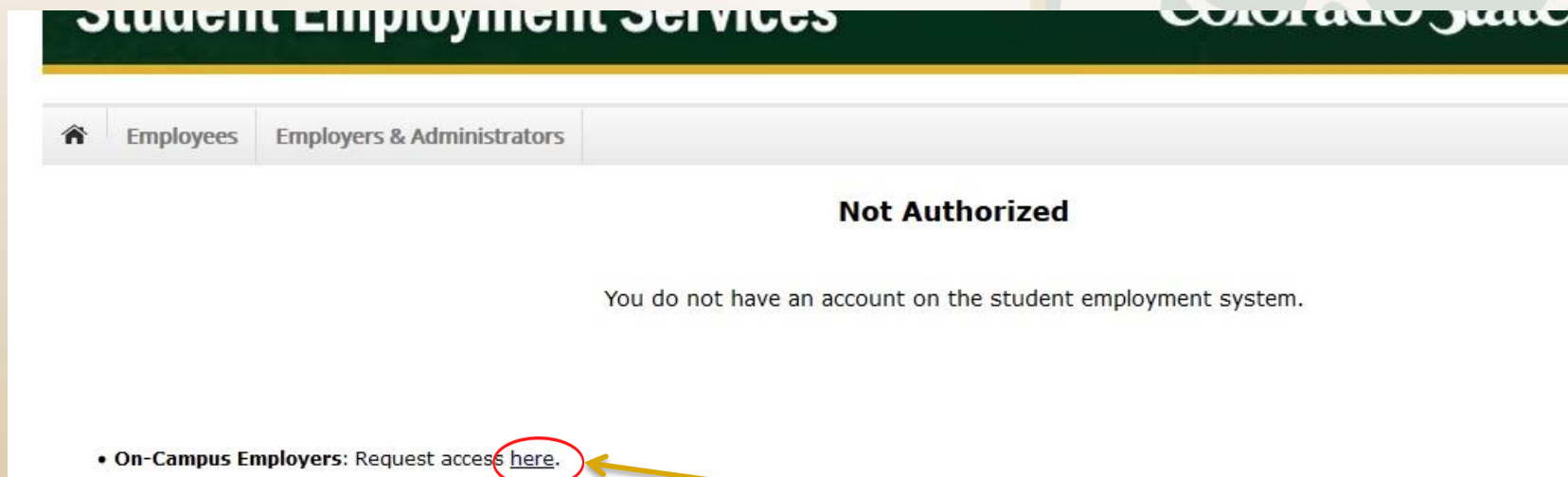
Important!

Bookmarks

- Never bookmark this page.
- This is the CSU federated authentication service. Future attempts to access AttributeContract with a bookmark to this login page will fail.

3. Next, login using your **CSU eID** credentials.
 - If you were listed as a supervisor in Oracle by March 2014, CSU has configured your eID for access to JobX, and you will be allowed to proceed into JobX. If so, skip next slide...
 - If your eID was not configured for the initial upload to JobX, you will have to **Request Access**. If so, see next slide...





4. If you encounter this page after trying to login to JobX, click on the **“Request Access Here”** link to fill out the access form.
 - Once the form is submitted, Student Employment Services will review for approval.
 - When approved, an email will be sent indicating access to JobX is granted. Simply login again, per the previous slides, and proceed to **Add A Job** to JobX.
5. If you receive an error that says you cannot request access due to **“Enrollment Status”**, please contact our office at Studentemployment@colostate.edu or 970-491-5714.

