# **On-Campus Student Employer**



**JobX Training Guide** 

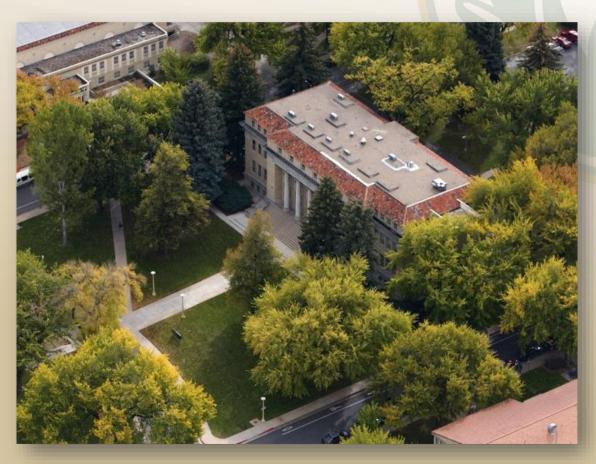
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Student Employment Services

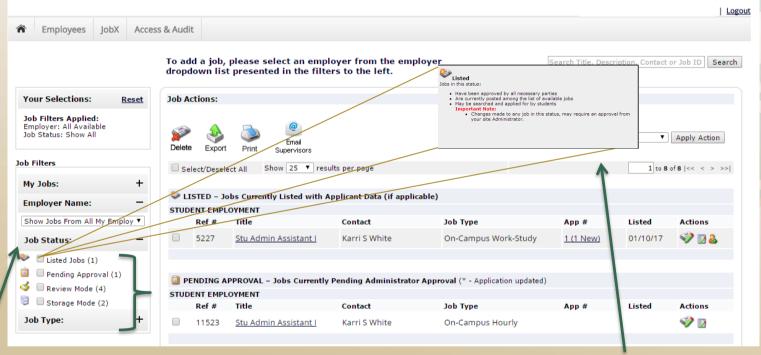
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# **How Do I Edit My Job?**



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### If you want to edit details of your job:

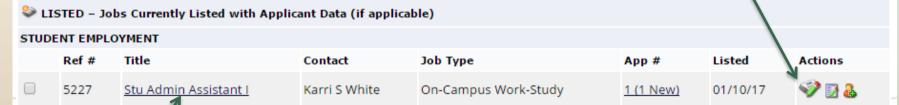
Note: Hover your mouse over each status icon while on your **Control Panel** to get a detailed definition of each status.

Check the box next to the **Job Status** section you want to edit. Every status you
check will display your jobs in that status at the bottom of the page.

#### Edit a Job

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- 2. Locate the job you wish to edit and click the **Edit Job** icon next to your job posting.
- 3. Edit details as needed and click **Submit** at the bottom of the edit page.



- 4. You may also go to **Manage Job** to view the job and application details, or request that the job status be changed by simply clicking on the **Job Title.**
- 5. Click "Edit this Job" link to get to same edit screen as \* step #3 above.
- To edit the application tied to the job, click "Edit or View Online Application."

Student Employment Services		Colorado State University		
	0.4			Welcome, Cyndi Merris   <u>Logout</u>
manage Job Acces	ss & Audit			
Job Title Stu Admin Assistant I	Employer STUDENT EMPLOYMENT	Status Listed	Job Type On-Campus Work-Study	
Additional details about this job's s				
» This job is currently listed on the site. » It is set to de-list 4 weeks and 2 days				
Update Status		Manage Application		
<u>Listed</u> » Current Status	» Current Status Click to update remaining days listed on site		ect online applications.	
Review Mode » Click to change to		» Edit, view or remove the or		
Storage » Click to change	to			
View Applicants		Hire Student		
1 application has been submitted for this job, 1 of which is new.  > View Applications		» Hire a student		
[Edit this Job] Below is a view of approximately how th	is job appears to applicants:			
Stu Admin Assistant I				
Comments		/		
Job ID	5227	- 1		
Job Type	On-Campus Work-Study			
Employer	STUDENT EMPLOYMENT			
Job Category	Administrative Services & Related			
		Student Posi	tion Available	
Student Employment Services Representative				
Student Employment Services has an or		•		ork in Student Employment
	Scudent Employment Services has an o	pering for a student Administrative /	assistant. This is an opportunity to W	JOEK III Student Employment

#### Colorado State University **Student Employment Services** Welcome, Cyndi Merris | Logout Employees JobX Access & Audit Manage Job Job Title Status Stu Admin Assistant I STUDENT EMPLOYMENT Listed On-Campus Work-Study Additional details about this job's status: » This job is currently listed on the site. » It is set to de-list 4 weeks and 2 days from now. Update Status Manage Application » Current Status -- Click to update remaining days listed on site Listed This job is configured to collect online applications. Review Mode » Click to change to » Edit, view or remove the online application. » Click to change to Storage Hire Student View Applicants 1 application has been submitted for this job, 1 of which is new. » Hire a student [Edit this Job] Below is a view of approximately how this job appears to applicants: Stu Admin Assistant I Comments Job ID Job Type On-Campus Work-Study STUDENT EMPLOYMENT Employer Administrative Services & Related Job Category

- 7. If you want to update the status of this job, select the status in the "**Update Status**" box. The **Status** options are:
  - Listed
  - Review Mode
  - Storage

Note: Again, hover your mouse over each status on your **Control Panel** to get a detailed definition of each status.

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Your Job Is Approved by Student Employment Services...What's Next?

Review and Respond to Online Applicant(s)!