On-Campus Student Employer

JobX Training Guide

Colorado State University

Student Employment Services
How Do I Edit My Job?
If you want to edit details of your job:

1. 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.

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

6. To edit the application tied to the job, click “**Edit or View Online Application**.”

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**Edit a Job**

**Listed - Jobs Currently Listed with Applicant Data (if applicable)**

<table>
<thead>
<tr>
<th>Ref #</th>
<th>Title</th>
<th>Contact</th>
<th>Job Type</th>
<th>App #</th>
<th>Listed</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>5227</td>
<td>Stu Admin Assistant I</td>
<td>Karri S White</td>
<td>On-Campus Work-Study</td>
<td>1 (1 New)</td>
<td>01/10/17</td>
<td><strong>Edit Job</strong></td>
</tr>
</tbody>
</table>

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**Student Employment Services**

**Manage Job**

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Employer</th>
<th>Status</th>
<th>Job Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stu Admin Assistant I</td>
<td>STUDENT EMPLOYMENT</td>
<td>Listed</td>
<td>On-Campus Work-Study</td>
</tr>
</tbody>
</table>

**Student Position Available**

**Student Employment Services Representative**

Student Employment Services has an opening for a Student Administrative Assistant. This is an opportunity to work in Student Employment.
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.
Your Job Is Approved by Student Employment Services…What’s Next?

Review and Respond to Online Applicant(s)!