On-Campus Student Employer

JobX Training Guide

Colorado State University

nextgen WEB SOLUTIONS

Student Employment Services

How Do I Edit My Job?

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🏠 | Employees | JobX | Access & Audit

To add a job, please select an employer from the employer dropdown list presented in the filters to the left.

Search Title, Description, Contact or Job ID | Search

Listed
Jobs in this status:
- Have been approved by all necessary parties
- Are currently posted among the list of available jobs
- May be searched and applied by students

Important Note:
- Changes made to any job in this status, may require an approval from your site Administrator.

Your Selections: Reset

Job Filters Applied:
Employer: All Available
Job Status: Show All

Job Actions:

❌ Delete   ⬆️ Export   🖨️ Print   @ Email Supervisors

▼ | Apply Action

Job Filters

My Jobs: +

Employer Name: −

Show Jobs From All My Employ ▼

Job Status: −

☐ Listed Jobs (1)
☐ Pending Approval (1)
☐ Review Mode (4)
☐ Storage Mode (2)

Job Type: +

☐ Select/Deselect All   Show 25 ▼ results per page

1 to 8 of 8 |<< < > >>|

🔖 **LISTED – Jobs Currently Listed with Applicant Data (if applicable)**

STUDENT EMPLOYMENT

	Ref #	Title	Contact	Job Type	App #	Listed	Actions
☐	5227	Stu Admin Assistant I	Karri S White	On-Campus Work-Study	1 (1 New)	01/10/17	🔖📝👤

📋 **PENDING APPROVAL – Jobs Currently Pending Administrator Approval** (* - Application updated)

STUDENT EMPLOYMENT

	Ref #	Title	Contact	Job Type	App #	Listed	Actions
☐	11523	Stu Admin Assistant I	Karri S White	On-Campus Hourly			🔖📝

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

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.

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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.

LISTED – Jobs Currently Listed with Applicant Data (if applicable)

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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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Welcome, Cyndi Merris | Logout

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Manage Job

Job Title	Employer	Status	Job Type
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

Listed	» Current Status -- Click to update remaining days listed on site
Review Mode	» Click to change to
Storage	» Click to change to

Manage Application
This job is configured to collect online applications.
» Edit, view or remove the online application.

View Applicants
1 application has been submitted for this job, 1 of which is new.
» View Applications

Hire Student
» 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	5227
Job Type	On-Campus Work-Study
Employer	STUDENT EMPLOYMENT
Job Category	Administrative Services & Related

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

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Manage Job

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[Edit this Job]

Below is a view of approximately how this job appears to applicants:

Stu Admin Assistant I	
Comments	
Job ID	5227
Job Type	On-Campus Work-Study
Employer	STUDENT EMPLOYMENT
Job Category	Administrative Services & Related

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)!