

# Student Job Listing

JobX Student Training Guide

Colorado State University



*Student Employment Services*



# Training Topics:

1. Find a Job
2. Apply For a Job
3. Complete JobMail Subscription



# Find A Job



# Find A Job

Colorado State University

1. Login to **RAMweb**.
2. Select "**Menu**" on the right-hand side of the screen.
3. Select "**Student Employment**" → "**Job Listings**"

The screenshot displays the RAMweb user interface. At the top, a green header bar contains the RAMweb logo and a 'Menu' button with a hamburger icon, highlighted by a yellow arrow. Below the header, the user is welcomed as 'Cam, 827-000-000'. The main content area is divided into three sections: 'Profile' (showing mailing address, phone number, student classification, and status), 'Registration' (showing completion for Spring Semester 2016), and 'Notifications' (showing financial aid actions). On the right side, a dark sidebar menu is open, listing various options: Home, Academic Planning and Progress, Billing, FAQs, Financial Aid, Health Network, Privacy, Records, Registration, Student Employment, and Logout. A yellow arrow points to 'Student Employment'. Below the sidebar, a purple banner reads 'Student Employment'. Underneath this banner, the 'Office of Financial Aid' section contains two buttons: 'Job Listings' (with a briefcase icon) and 'Merit Work-Study Application' (with a trophy icon). A yellow arrow points to the 'Job Listings' button.

RAMweb

Welcome Cam, 827-000-000

**Menu**

**Profile**

Mailing Address:  
123 Oval Drive Fort Collins CO, 80523  
Phone Number:  
(970) 491-0000

**Student Classification**  
Athlete  
INTO-CSU Student  
Veteran  
First Generation

**Student Status**  
Academic Standing: Good Standing  
Advisor(s):  
[Amy Quinn-Sparks \(Primary Academic Advising Contact\)](#)  
Planned Leave for Spring Semester 2016: [In Process](#)  
Repeat Delete for Spring Semester 2016: 2

**Registration**

Spring Semester 2016

✓ Registration Ready is Complete for Spring Semester 2016  
Registration Access Time: 12/31/9999 11:59:59 PM  
[Go to Registration](#)

**Notifications**

Financial - Fincl Svcs: 491-6321  
You have Financial Aid actions to complete.

**Student Employment**

Office of Financial Aid

[Job Listings](#)

[Merit Work-Study Application](#)

**Menu**

- Home
- Academic Planning and Progress
- Billing
- FAQs
- Financial Aid
- Health Network
- Privacy
- Records
- Registration
- Student Employment**
- Logout

[Return to Training Topics](#)

3. To start a job search, you have three options:
- **“Advanced Search”**
  - Select one of the **Quick Search** options

**Student Employment Services** Colorado State University

**Find a Job**

My JobMail

My Timesheets

**Pay Advices (Pay Summary)**

My Dashboard

Contact Us

Log Out

**Find A Job**

**Instructions**

Choose from the quick search options below or click on the “Advanced Search” button for more options.

**Quick Search** **Advanced Search**

**Select a quick search.**

- [On-Campus Work-Study Jobs](#)
- [On-Campus Hourly Jobs](#)
- [Off-Campus Work-Study Jobs](#)
- [Off-Campus Work-Study Jobs \(Community Service\)](#)
- [Off-Campus Hourly Jobs](#)

- [Show All Active Jobs](#)
- [25 Most Recently Posted Jobs](#)
- [Most Hours per Week](#)
- [Fewest Hours per Week](#)
- [Jobs by Department](#)

# Find A Job

Colorado State University

Find A Job

**Instructions**

1. Please select one or more jobs you wish to apply for by clicking the check box next to the job(s), then click "Apply for selected jobs" button.
2. If a job does not accept online applications, there is no check box next to the job. Follow the instructions in the job posting to apply.
3. To view the details of a job click on the Job Title.

In order to view available jobs, if any disclaimers are presented below, you must first click the "Agree" button for those jobs to be presented for your consideration.

[Run a New Search](#)

**Disclaimer: Off-Campus Jobs**  
Colorado State University Student Employment Services posts open off-campus positions for students for self-referral and makes no particular recommendations regarding the legitimacy of any off-campus employer. Although reasonable precautions are taken to qualify all listings, we make no representations or guarantees about positions listed. We are not responsible for safety, wages, working conditions or other aspects of off-campus employment. Due to the volume of jobs received by this office, we are unable to confirm the integrity of each organization or person who lists a job with us. Therefore, you are urged to undertake the responsibility yourself.

**Note: Beware of Scams Implying Association with Legitimate Businesses** Please click [here](#) to see our website for tips to avoid employment scams. If you suspect a job posting on JobK is a scam, please contact Student Employment Services, 970-491-5714.

**Disclaimer: On-Campus Work-Study**  
These jobs are available to (2014-2015) work-study recipients only. If you are unsure about your work-study status, check your financial aid screen on RAMweb to see if you have been offered work-study. If you have been offered work-study you may proceed to search and apply for these jobs by clicking "I agree" below.

Student Employment Services is a job referral source for currently admitted Colorado State University students. Choose the jobs that interest you and apply according to the directions on the job posting. 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.

Colorado State University conducts background checks on all final candidates.

**Disclaimer: On-Campus Hourly**  
Student Employment Services is a job referral source for currently admitted Colorado State University students. Choose the jobs that interest you and apply according to the directions on the job posting. 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.

Colorado State University conducts background checks on all final candidates.

**Disclaimer: Off-Campus Work-Study**  
These jobs are available to (2014-2015) work-study recipients only. If you are unsure about your work-study status, check your financial aid screen on RAMweb to see if you have been offered work-study. By clicking "I agree" below you acknowledge that this job is an off-campus work-study position which will likely require you to have your own transportation to and from the job site.

Student Employment Services is a job referral source for currently admitted Colorado State University students. Choose the jobs that interest you and apply according to the directions on the job posting. 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.

Colorado State University conducts background checks on all final candidates.

4. In order to apply for jobs, you may be required to review one or more disclaimer statements depending on whether you have been awarded a work-study award or not. You will be required to click the “I agree” button(s) before any available jobs you are authorized to view will be presented.



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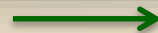
# Find A Job

Colorado State University

5. Click the title of the position to see job details.

Show **All** results per page 1 to 16 of Total Rows: 16 Prev Next

<input type="checkbox"/> Job Title: <a href="#">Stu Coordinator</a> Wage: \$12.00/hr Openings: 1 Hours: 15 to 20 hours / week	<b>Employer:</b> Continuing Education - Administration (1040) <b>Listed:</b> 02/19/2015 <b>Category:</b> Administrative Services & Related <b>Ref#:</b> 6332
<input type="checkbox"/> Job Title: <a href="#">Stu Admin Assistant I</a> Wage: \$10.05/hr Openings: 1 Hours: 10 / week	<b>Employer:</b> Biochemistry and Molecular Biology (1870) <b>Listed:</b> 02/19/2015 <b>Category:</b> Administrative Services & Related <b>Ref#:</b> 6328
<input type="checkbox"/> Job Title: <a href="#">STU Dining Services I</a> Wage: \$8.36/hr Openings: 2 Hours: 10 to 12 hours / week	<b>Employer:</b> Dining Services (8030) <b>Listed:</b> 02/18/2015 <b>Category:</b> Labor, Trades & Crafts <b>Ref#:</b> 4404



6. Review the job details.

- Take note of the employer's directions on how to apply for the job.
- The next few slides will show you how to "Apply for A Job" using the electronic application in JobX.

## Job Details

Stu Coordinator	
Job ID	6332
Job Type	On-Campus Hourly
Employer	Continuing Education - Administration (1040)
Date Posted	Feb 19, 2015
Category	Administrative Services & Related
This position will assist the marketing team with web content.	
Responsibilities include (but are not limited to):	
<ul style="list-style-type: none"><li>• Edit degree and certificate web pages based on request</li><li>• Manage regular content updates on CSU OnlineP</li><li>• Post monthly home page features</li><li>• Update time sensitive information on CSU OnlineP</li><li>• Create HTML landing pages based on existing ter</li><li>• Develop HTML emails in ExactTarget (email servi</li><li>• Assist with implementation of pay-per-click adverti</li><li>• Format images using Photoshop</li><li>• Select photos based on messaging</li><li>• Create tracking URLs using naming convention an</li></ul>	
Job Description	



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## How to Apply for A Job

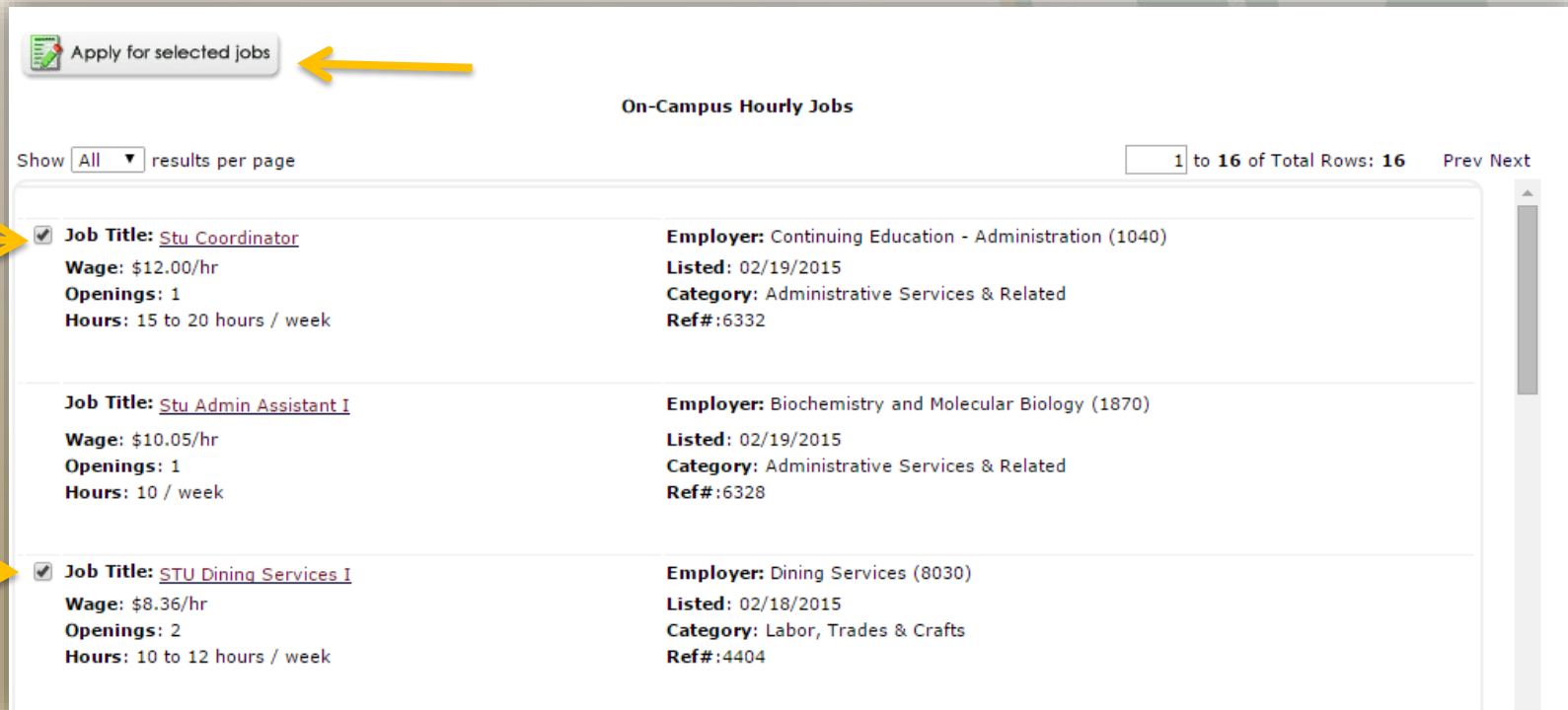




# Apply for A Job

Colorado State University

JobX can be used to apply for one or multiple jobs with one single application.



The screenshot displays the JobX application interface. At the top left, there is a button labeled "Apply for selected jobs" with a green checkmark icon. A yellow arrow points to this button. Below the button, the page title "On-Campus Hourly Jobs" is centered. On the left, there is a "Show" dropdown menu set to "All" and a "results per page" label. On the right, there is a pagination bar showing "1 to 16 of Total Rows: 16" and "Prev Next" links. The main content area lists three jobs, each with a checkbox on the left. Two yellow arrows point to the checkboxes for the first and third jobs. The jobs are as follows:

Job Title	Wage	Openings	Hours	Employer	Listed	Category	Ref#
<input checked="" type="checkbox"/> <a href="#">Stu Coordinator</a>	\$12.00/hr	1	15 to 20 hours / week	Continuing Education - Administration (1040)	02/19/2015	Administrative Services & Related	6332
<input type="checkbox"/> <a href="#">Stu Admin Assistant I</a>	\$10.05/hr	1	10 / week	Biochemistry and Molecular Biology (1870)	02/19/2015	Administrative Services & Related	6328
<input checked="" type="checkbox"/> <a href="#">STU Dining Services I</a>	\$8.36/hr	2	10 to 12 hours / week	Dining Services (8030)	02/18/2015	Labor, Trades & Crafts	4404

1. When you find any job(s) you would like to apply for, click the box next to each job title.
2. Next, click the “**Apply for selected jobs**” button.



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# Apply for A Job

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3. Fill out the questions on the application. Any fields that have a **red asterisk** are required to be completed before your application can be successfully submitted.
4. Some of the fields may have information pre-filled. Be sure to review and update if the information is no longer accurate.
5. If you wish to upload a resume with your application, select **“Choose File,”** locate the file, and select **“Open.”**
6. To submit your application, click the **“Submit”** button.

**Apply To Job**

**Instructions**  
Please complete the application below, then click the "Submit" button to apply for this job. A red asterisk will appear next to fields that are required but have not been entered.  
**Review this application carefully before you submit it. You will not have an opportunity to revise your answers once they are submitted.**

By submitting the application below, you will be applying for the following jobs:

- Stu Coordinator - Continuing Education - Administration (1040)
- STU Dining Services I - Dining Services (8030)

**General**

First name	Student	*
Middle name		*
Last name	Last Name	*
Phone	(970)555-5555	
Email	email@yahoo.com	*
Please use your institutional email address (if you have one)		(re-enter to confirm)
CSU ID		* required
Class Level	Please select	
College	Colorado State University	
Major		
Expected Graduation Date		
Are you currently employed?	Please select	
If you answered yes to prior question, please list your current employer(s) and any other work experience below.		
Attach your current semester class schedule here.	Choose File	No file chosen
Do you have any time commitments aside from class and work? If so, explain them here:		*
Have you worked for CSU before? If so, for whom did you work?		*
Are you eligible for work study?		*

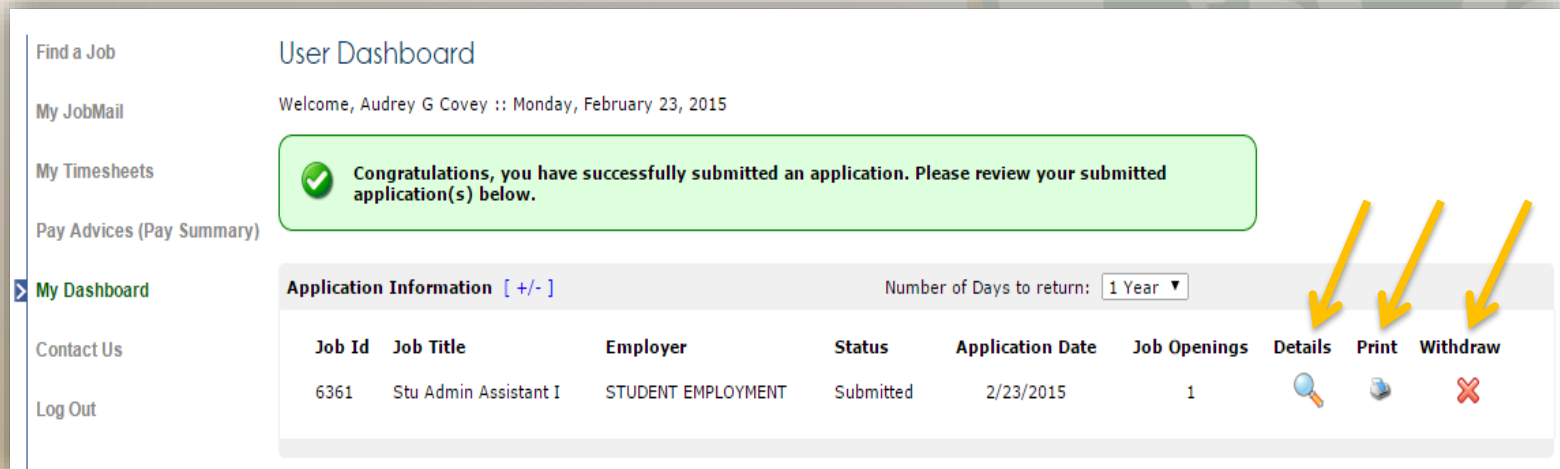
**Work Experience**

Skills:	
Number of hours per week you would like to work:	Please select
Estimated date you can begin working:	
Job 1:	
Employer Name:	
Employment From Date:	
Employment To Date:	
Duties:	




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# Apply for A Job

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The screenshot shows a 'User Dashboard' for Audrey G Covey on Monday, February 23, 2015. A green message box states: 'Congratulations, you have successfully submitted an application. Please review your submitted application(s) below.' Below this is a table titled 'Application Information [+/-]' with a dropdown for 'Number of Days to return: 1 Year'. The table has columns: Job Id, Job Title, Employer, Status, Application Date, Job Openings, Details, Print, and Withdraw. One application is listed with Job Id 6361, Job Title 'Stu Admin Assistant I', Employer 'STUDENT EMPLOYMENT', Status 'Submitted', Application Date '2/23/2015', and 1 Job Opening. The 'Details' column contains a magnifying glass icon, 'Print' contains a printer icon, and 'Withdraw' contains a red X icon. Three yellow arrows point to these three icons.

Job Id	Job Title	Employer	Status	Application Date	Job Openings	Details	Print	Withdraw
6361	Stu Admin Assistant I	STUDENT EMPLOYMENT	Submitted	2/23/2015	1			

7. You can use “**My Dashboard**” to:
  - Keep track of the **Status** of your application (i.e., Submitted, Pending Hire, Hired).
  - View the number of **Job Openings** available for a job you applied to.
8. To view the details of the job and the application data you completed for the job, click on the magnifying glass icon under the **Details** column.
9. To print your application, click the printer icon (see next slide for more specifics). To withdraw your application from the posting, click the red X.



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# Apply for A Job

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[Print](#) || [Close](#)

General

First name	Roy
Last name	Rogers1
Phone	
Email	
<i>Please use your institutional email address (if you have one)</i>	
	royrogers1@ngwebsolutions.com
CSU ID	111111111
Class Level	{NULL}
College	CSU
Major	
Expected Graduation Date	
Are you currently employed?	{NULL}

If you answered yes to prior question, please list your current employer(s) and any other work experience below.

Work Experience

Skills:	Test skills.
Please mark all Computer Programs that you have experience using	
	Microsoft Word, Microsoft Excel
Number of hours per week you would like to work:	{NULL}
Estimated date you can begin working:	
Job 1:	
Employer Name:	
Employment From Date:	

10. Click the “**Print**” link at the top left of your screen.



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# Completing your JobMail Subscription





# What is JobMail?

- JobMail is a system that notifies you automatically by email when jobs of interest to YOU are posted.
- To enable JobMail, you must complete a JobMail subscription defining what types of jobs interest you.
- Once you update your subscription, any attributes of a new job being listed that match your subscription attributes, will generate an email to you from the system.
- This email will provide all the necessary details about the job so you can apply for the job, if interested.



# JobMail Subscription

Colorado State University

The screenshot shows the 'Student Employment Services' User Dashboard. On the left, a navigation menu includes 'Find a Job', 'My Timesheets', 'My Dashboard' (highlighted with an orange arrow), 'Contact Us', and 'Log Out'. The main content area is titled 'User Dashboard' and includes a welcome message for 'Roy Rogers'. It features two main sections: 'Application Information' with a table of job listings and 'JobMail Information' with subscription management options. In the 'JobMail Information' section, orange arrows point to the 'Add New Subscription' links for 'On-Campus Work-Study', 'On-Campus Hourly', 'Off-Campus Work-Study', and 'Off-Campus Jobs'.

Job Id	Job Title	Employer	Status	Application Date	Job Openings	Details	Print
4330	Stu Admin Assistant I	STUDENT EMPLOYMENT	Submitted	6/16/2014	1		
4329	STU Writer/Broadcaster	STUDENT EMPLOYMENT	Submitted	6/16/2014	5		
4327	STU Gen Labor I	Boys and Girls Clubs of Larimer Cty. (9043)	Submitted	6/16/2014	1		
4329	STU Writer/Broadcaster	STUDENT EMPLOYMENT	Submitted	6/16/2014	5		
4329	STU Writer/Broadcaster	STUDENT EMPLOYMENT	Submitted	6/13/2014	5		
4327	STU Gen Labor I	Boys and Girls Clubs of Larimer Cty. (9043)	Submitted	6/13/2014	1		
4328	Test Off-Campus Jobs - 06/11/14	Test Off-Campus JLD Employer	Submitted	6/13/2014	3		
4327	STU Gen Labor I	Boys and Girls Clubs of Larimer Cty. (9043)	Submitted	6/11/2014	1		
4328	Test Off-Campus Jobs - 06/11/14	Test Off-Campus JLD Employer	Submitted	6/11/2014	3		
4326	Stu Computer Lab Asst I	STUDENT EMPLOYMENT	Submitted	6/11/2014	1		
4325	Stu Data Analyst I	STUDENT EMPLOYMENT	Submitted	6/11/2014	1		

**JobMail Information**

The JobMail system sends email to you when jobs of interest are posted. Add and edit your JobMail subscriptions below to determine what jobs you will receive JobMail about.

- On-Campus Work-Study** [Add New Subscription](#)  
Subscription 1 [Delete Subscription](#)  
+ Employer 1 selected [View/Modify](#)  
+ Category 1 selected [View/Modify](#)  
+ Time Frame 1 selected [View/Modify](#)
- On-Campus Hourly** [Add New Subscription](#)  
There are no subscriptions for this job type
- Off-Campus Work-Study** [Add New Subscription](#)  
There are no subscriptions for this job type
- Off-Campus Jobs** [Add New Subscription](#)  
There are no subscriptions for this job type

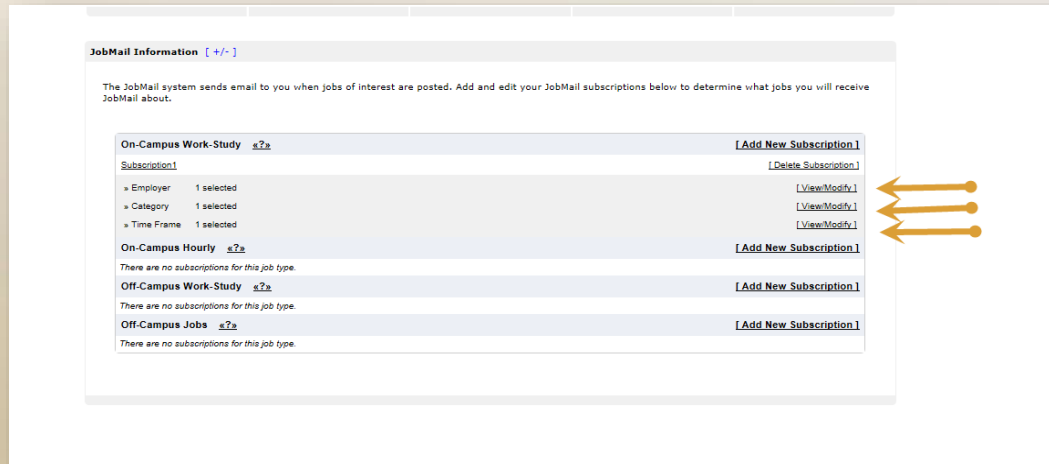
1. Click **“My Dashboard”** to configure your JobMail Subscription.
2. Click the **“Add New Subscription”** next to the applicable Job Types you are interested in.
  - On-Campus Work-Study
  - On-Campus Hourly
  - Off-Campus Work-Study
  - Off-Campus Jobs

Please Note: If you have not been awarded Work-Study, the only job types you should complete a JobMail subscription for are On-Campus Hourly and Off-Campus Jobs.

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# JobMail Subscription

Colorado State University



**JobMail Information** [ + / - ]

The JobMail system sends email to you when jobs of interest are posted. Add and edit your JobMail subscriptions below to determine what jobs you will receive JobMail about.

<b>On-Campus Work-Study</b> <a href="#">x7a</a>	<a href="#">[ Add New Subscription ]</a>
<b>Subscription1</b>	<a href="#">[ Delete Subscription ]</a>
» Employer 1 selected	<a href="#">[ View/Modify ]</a>
» Category 1 selected	<a href="#">[ View/Modify ]</a>
» Time Frame 1 selected	<a href="#">[ View/Modify ]</a>
<b>On-Campus Hourly</b> <a href="#">x7a</a>	<a href="#">[ Add New Subscription ]</a>
There are no subscriptions for this job type.	
<b>Off-Campus Work-Study</b> <a href="#">x7a</a>	<a href="#">[ Add New Subscription ]</a>
There are no subscriptions for this job type.	
<b>Off-Campus Jobs</b> <a href="#">x7a</a>	<a href="#">[ Add New Subscription ]</a>
There are no subscriptions for this job type.	

3. Click “**View/Modify**” to add preferences for each Job Type criterion.
4. You may set criteria for Employer (Department), Job Category, and Time Frame.



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# JobMail Subscription

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**Choose Employer(s)**

**Selected Items** [Remove All]  
None selected

**Available Items**

Academic Advancement Center (8100)	[add]
Academic Computing and Networking Services (1018)	[add]
Accounting (1271)	[add]
Administrative Communications (0113)	[add]
Admissions (1062)	[add]
Adult Learners and Veterans Services (8048)	[add]
Agricultural and Resource Economics (1172)	[add]
Agricultural Experiment Station (3001)	[add]
Agricultural Research Development and Education Center (3002)	[add]
Alumni Relations (7114)	[add]
Animal Sciences (1171)	[add]
Anthropology (1787)	[add]

[Add All] [Done]

5. Click “add” next to each item you wish to add to your JobMail subscription



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# JobMail Subscription

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Writer/Broadcaster      STUDENT EMPLOYMENT      Submitted      6/13/2014      5

Gen Labor I      Boys and Girls Clubs of Larimer Cty. (9043)      Submitted      6/13/2014      1

Off-Campus Jobs - 06/11/14      Test Off-Campus JLD Employer      Submitted      6/13/2014      3

Gen Labor I      Boys and Girls Clubs of Larimer Cty. (9043)      Submitted      6/11/2014      1

Off-Campus Jobs - 06/11/14      Test Off-Campus JLD Employer      Submitted      6/11/2014      3

Computer Lab Asst I      STUDENT EMPLOYMENT      Submitted      6/11/2014      1

Data Analyst I      STUDENT EMPLOYMENT      Submitted      6/11/2014      1

ation [ +/- ]

ystem sends email to you when jobs of interest are posted. Add and edit

us Work-Study [a?e](#)

11

1 selected

1 selected

me 1 selected

us Hourly [a?e](#)

> subscriptions for this job type.

us Work-Study [a?e](#)

> subscriptions for this job type.

us Jobs [a?e](#)

> subscriptions for this job type.

**Choose Employer(s)**

**Selected Items** [Remove All]

STUDENT EMPLOYMENT [remove]

Academic Advancement Center (8100) [remove]

Accounting (1271) [remove]

**Available Items** [Add All]

Academic Computing and Networking Services (1018) [add]

Administrative Communications (0113) [add]

Admissions (1062) [add]

Adult Learners and Veterans Services (8048) [add]

Agricultural and Resource Economics (1172) [add]

Agricultural Experiment Station (3001) [add]

Agricultural Research Development and Education Center (3002) [add]

Alumni Relations (7114) [add]

Animal Sciences (1171) [add]

Anthropology (1787) [add]

Apartment Life (8043) [add]

Arkansas Valley Research Center (3040) [add]

[Done]

6. Your results will appear in the top section under **Selected Items**.
7. When Finished adding search criteria, click "**Done**".



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# JobMail Subscription

Colorado State University

**Student Employment Services** **Colorado State University**

Find a Job  
My Timesheets  
**My Dashboard**  
Contact Us  
Log Out

**User Dashboard**  
Welcome, Roy a Rogers1 :: Monday, June 16, 2014

**Application Information** [+/-]

Job Id	Job Title	Employer	Status	Application Date	Job Openings	Details	Print
4330	Stu Admin Assistant I	STUDENT EMPLOYMENT	Submitted	6/16/2014	1		
4329	STU Writer/Broadcaster	STUDENT EMPLOYMENT	Submitted	6/16/2014	5		
4327	STU Gen Labor I	Boys and Girls Clubs of Larimer Cty. (9043)	Submitted	6/16/2014	1		
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4326	Stu Computer Lab Asst I	STUDENT EMPLOYMENT	Submitted	6/11/2014	1		
4325	Stu Data Analyst I	STUDENT EMPLOYMENT	Submitted	6/11/2014	1		

**JobMail Information** [+/-]

The JobMail system sends email to you when jobs of interest are posted. Add and edit your JobMail subscriptions below to determine what jobs you will receive JobMail about.

*Changes must be saved to take effect.*

**On-Campus Work-Study s2a**

Employer: 3 selected *modified*

Category: 1 selected

Time Frame: 1 selected

**On-Campus Hourly s2a**

There are no subscriptions for this job type.

**Off-Campus Work-Study s2a**

There are no subscriptions for this job type.

**Off-Campus Jobs s2a**

There are no subscriptions for this job type.

*Changes must be saved to take effect.*

8. Click **“Save Subscription(s)”** to ensure the changes to JobMail take effect.
  - Remember to monitor your **rams.colostate.edu** email for communication regarding new job listings and status updates on job applications.

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**YOU HAVE  
SUCCESSFULLY  
APPLIED TO A  
JOB &  
CONFIGURED  
JOBMAIL!**