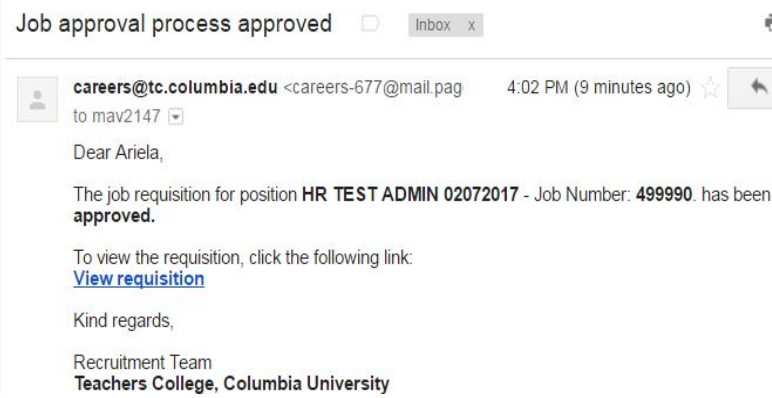
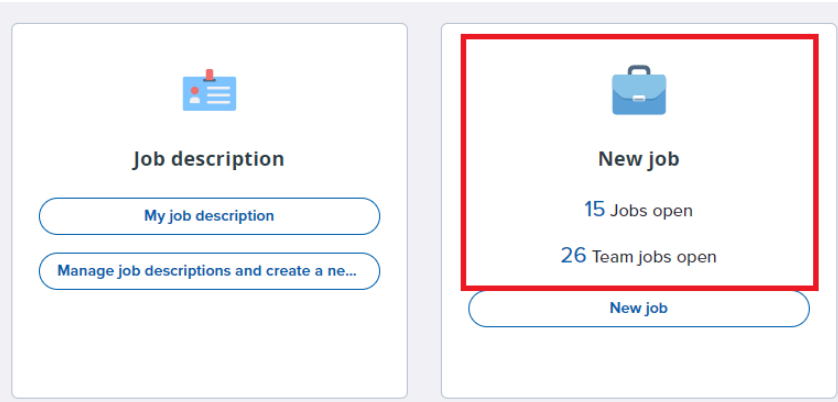


## Posting a Student Job

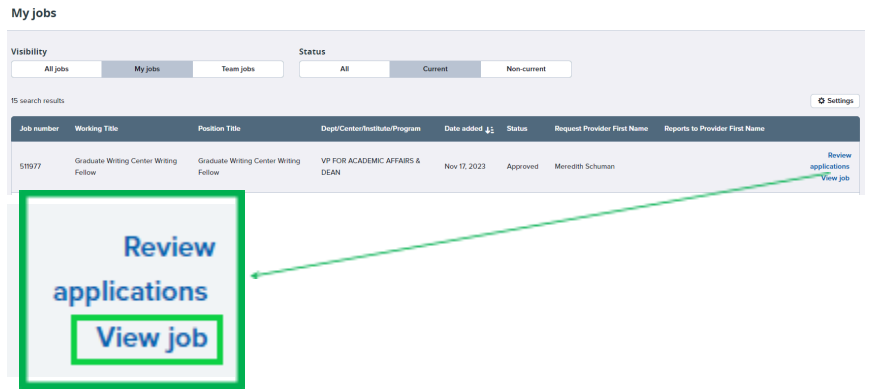
This guide includes instructions for posting student jobs. After a Requisition has been approved by all parties, it must be posted to the **Student Jobs Portal**. *\*This is the responsibility of the hiring manager.*

What you need to do	What you will see
<p><b>STEP 0:</b> The below steps are intended for use after receiving approval for a requisition. If you have received an approval (example email right), please proceed with Step 1.</p> <p>If you have not received approval for your requisition, please refer to the <a href="#">Creating a Requisition</a> User Guide.</p>	
<p><b>STEP 1: Navigate to your open requisitions.</b></p> <p>From your hiring manager dashboard, navigate to the <b>New Job</b> tile. From there, click the <b>Jobs open</b> link.</p> <p>This will prompt you to the <b>'My Jobs'</b> menu (see step 2).</p> <p><b>Note:</b> To post to an external job board OR waive the job from being posted, you must first reach out to your department's HR Representative (if you do not know who your HR Rep is, click <a href="#">here</a> to search).</p>	

**STEP 2: Navigate to the specific requisition.**

In the **'My Jobs'** menu, find the approved requisition that you would like to create a job posting for.

Once located, click the **'View job'** link to select the job. This will open the requisition.



**STEP 3: Add the posting channel.**

After locating and opening the requisition, click the Posting tab.

Click **'Add posting channels'** and the Posting Channels window will pop up (please ensure you have pop-ups enabled for pageUp).

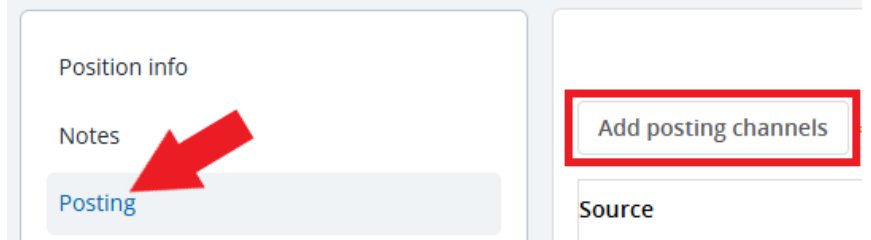
In the top left corner, check off the applicable posting channel(s).

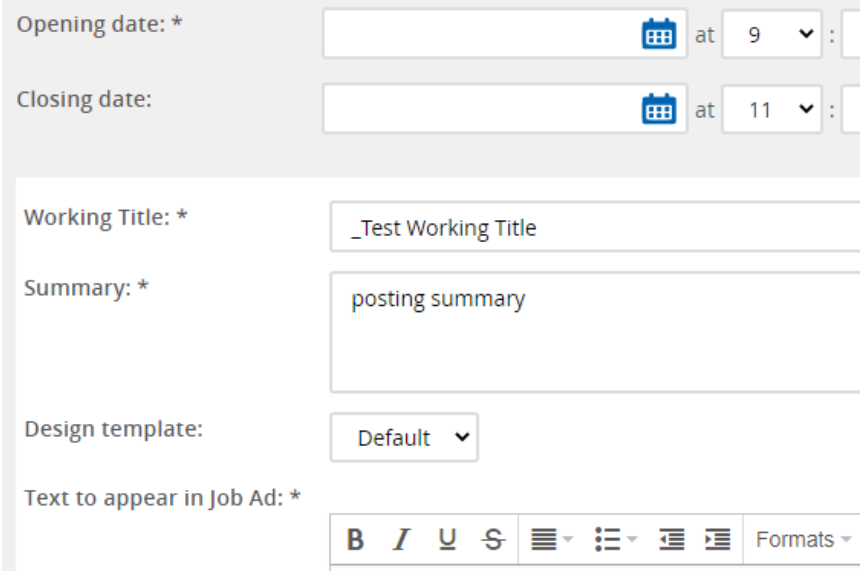
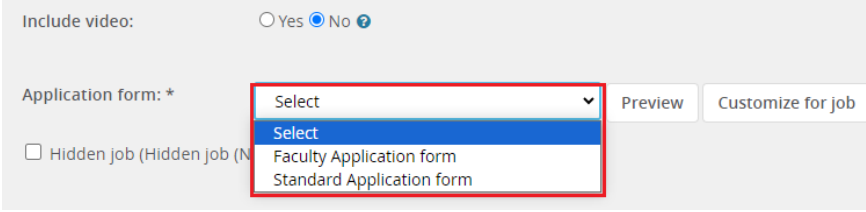
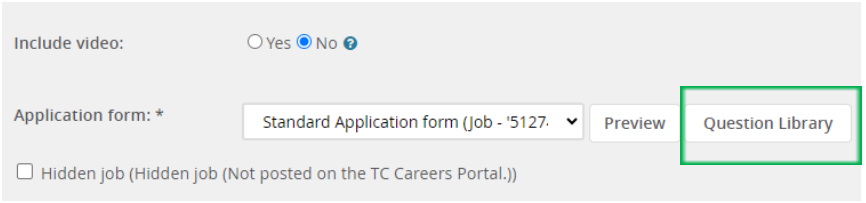
**For Student roles:** First click on the words "Student jobs," to select the appropriate channel (see the blue highlighted box to the right). Next, check the box for **Student Jobs**.

**Note:** Requisitions for student roles should **only** be posted to the **Student Jobs** posting channel. There should be no overlap between **Student Jobs** and **TC Careers**.

Additional posting options include:

- **TC Careers:** *This channel is not for student jobs.*
- **Re-Post:** *This channel is not for student jobs.*
- **HERC:** *This channel is not for student jobs.*



<p><b>Step 4: Fill out the posting details.</b> Information from the Posting Details section of the requisition will populate some of the fields. Additional fields must be completed and mandatory fields are indicated by an asterisk.</p> <p>Please note the following:</p> <ul style="list-style-type: none"> <li>● <b>Opening date:</b> is the first day the job will be posted to your selected job board.</li> <li>● <b>Closing date:</b> will be the last day the job will be posted to the selected job board.</li> <li>● <b>Posting details:</b> Pulled from requisition.</li> </ul>	
<p><b>STEP 5: Select Application Form.</b></p> <p>From the drop down menu select <b>Standard</b>.</p>	
<p><b>STEP 6a (optional): Customize Application for Specific Job</b> This allows you to request additional documents (i.e. Research Statement, Publication, Writing Samples) from your applicants. If you do not require additional questions, please skip to step 7.</p> <p>Click on the <b>Question Library</b> button. A new window will appear.</p> <p>*make sure pop ups are allowed on your computer*</p>	

**STEP 6b (optional): Customizing Job Posting continued - Question Library.**

A pop up will bring you to the Question Library. Scroll through the questions and click **Add** to include any you wish on the application.

Click the **Selected** tab to review the questions you have already added, then **Library** to return to the list of available questions.

Click **Save** once you are done.

**Question Library**

Search for a specific question here

Pages

All

**Library** Selected

Have you been awarded federal work-study for the term in which a work-study position is being sought?	Last used Aug 19, 2024	<input type="button" value="+ Add"/>
Are you a student matriculated in a TC degree program?	Last used Aug 19, 2024	<input type="button" value="+ Add"/>
Are you taking at least 5 credits (or equivalent, which includes full-time equivalent offerings - HBSK 6480, CCPJ 6480, CCPX 6480, or any 8900 course)?	Last used Aug 19, 2024	<input type="button" value="+ Add"/>
Are you a Full-time TC employee?	Last used Jul 12, 2024	<input type="button" value="+ Add"/>
How many years experience do you have in a front-facing customer service position?	Last used May 28, 2024	<input type="button" value="+ Add"/>

**STEP 6c (optional): Preview Application Form**

If you would like to preview your application form, click the preview button near the bottom of the page. Review as needed.

Once satisfied, proceed to step 7.

Include video:  Yes  No

Application form: \*

Hidden job (Hidden job (Not posted on the TC Careers Portal.))

### STEP 7: Classifying Work Modality, Search Categories, and Work Types

These are **\*Mandatory** fields.

Be sure to check a box in each of the Search Category groupings. **Click the green plus sign (+)** to review and select an option from each of the below groups:

- **Work Modality** - Select *only* what matches the corresponding dropdown on the requisition. For the majority of student roles “Student Employee - Onsite” should be selected.
- **Ungrouped** (Potential candidates filter through job postings using these categories)
- **Position types** - Select one option from the list. *Note: Select Federal Work Study for FWS jobs and Student (Non-Work Study) for all other student positions.*

Applicants use these selections to filter postings to their areas of interest.

Selecting accurate categories simplifies applicants’ searches, enabling easier access to your requisition.

#### Your selections:

Locations:

- United States
- Select all
- New York
- New Orleans

Search categories: \*

- Work Modality
- Select all
- Hybrid
- Onsite
- Remote
- Faculty
- Student Employee - Onsite
- Ungrouped
- Select all
- Academic Advising/Support
- Academic/Faculty Affairs
- Administrative/Professional
- Admissions
- Arts
- Business/Accounting/Finance
- Career Education/Services
- Communications/Public Relations/Marketing
- Development/Alumni Affairs
- Development/External Affairs
- Early Childhood Education
- Education/Instructional
- Engineering/Computer Science
- Executive/Director/Management
- Facilities/Skilled Trades
- Financial Aid
- Grants Management
- Health Profession
- Human Resources
- Information Systems/Technology
- Library
- Office/Clerical
- Public Safety
- Publishing/Press
- Other
- Research
- Social/Behavioral Sciences
- Student Affairs/Services

Position types: \*

- Select all
- Faculty
- Federal Work Study
- FT Instructor
- FT Lecturer
- Interim
- PT Instructional
- Staff
- Student (Non-Work Study)
- Temporary

#### Applicant Filters:

Filters By

**Position type**

- Faculty (2)
- Federal Work Study (26)
- FT Lecturer (1)
- Interim (8)
- PT Instructional (5)
- Staff (28)
- Student (Non-Work Study) (11)
- Temporary (1)

**Locations**

- United States
- New Orleans (1)
- New York (76)

**Categories**

- Academic Advising/Support (6)
- Academic/Faculty Affairs (1)
- Administrative/Professional (18)
- Business/Accounting/Finance (5)
- Communications/Public Relations/Marketing (6)
- Development/Alumni Affairs (2)
- Development/External Affairs (2)
- Education/Instructional (7)
- Human Resources (1)
- Information Systems/Technology (4)
- Library (1)
- Office/Clerical (2)
- Other (7)
- Research (13)
- Student Affairs/Services (3)

**Work Modality**

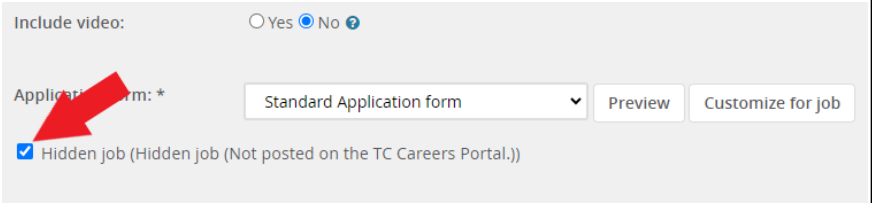
- Hybrid (33)
- Onsite (21)
- Student Employee - Onsite (18)

### STEP 8 (optional): Making Job Postings Hidden

If you have received a waiver from HR or the Student Employment Team which exempts you from the three business day posting requirement, check the box for **Hidden Job**.

Clicking this box will prevent the posting from being included on the On-Campus Student Employment site, but it will still allow anyone who has received the direct link to apply (step 10 below).

If you have not received a waiver, this box should remain blank.



Include video:  Yes  No

Application form: \* Standard Application form Preview Customize for job

Hidden job (Hidden job (Not posted on the TC Careers Portal.))

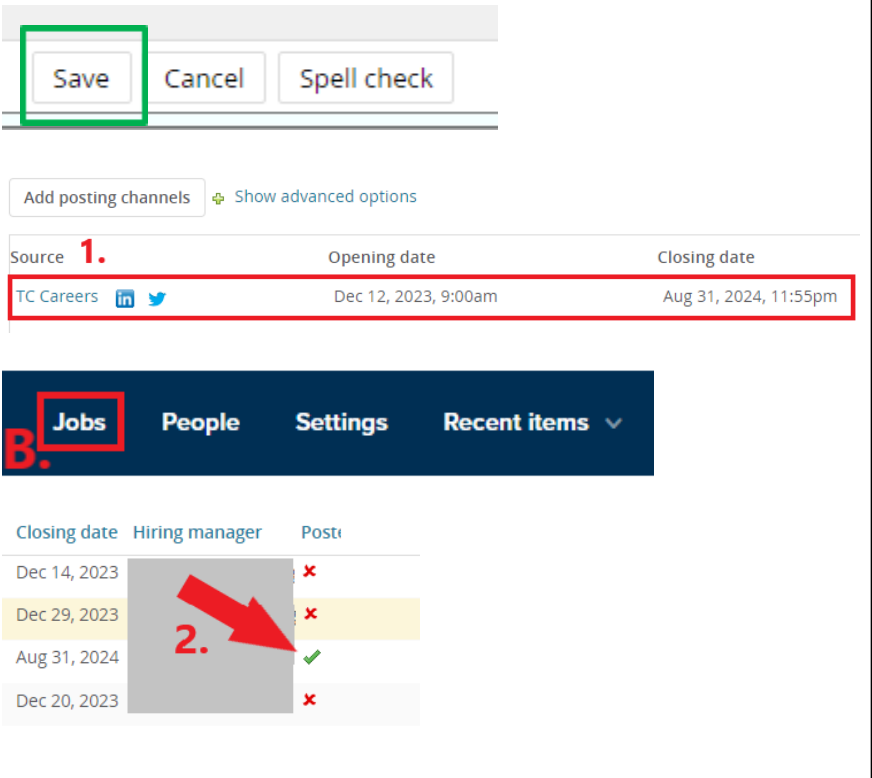
### STEP 9: Review Posting Channel Information and Save.

Thoroughly review the details of the entire posting tab. Click **Save** to post the job to the TC Careers site.

The job posting is properly set up when you see two things:



1. Your posting listed in the Source section of the Posting tab window.
2. A green check mark displayed in the Posted column on the Jobs page (B).

**Note:** There is about a 20 minute lag between time posted and time published onto the TC Careers site.







Save Cancel Spell check

Add posting channels Show advanced options

Source	Opening date	Closing date
TC Careers  	Dec 12, 2023, 9:00am	Aug 31, 2024, 11:55pm

**B.** Jobs People Settings Recent items

Closing date	Hiring manager	Posted
Dec 14, 2023		
Dec 29, 2023		
Aug 31, 2024		
Dec 20, 2023		

**STEP 10 (optional): Send direct link to applicant.**

You may send a potential applicant a direct link to your posting (primarily for requisitions with posting waivers or for previously-identified candidates).

[For student jobs, see the Note at the bottom of this section](#)

Open the requisition and click the Posting tab. On the right side of an active posting, click the *Actions* dropdown and from the list select Link.

The ensuing pop-up window presents two URLs:

**Link:** A direct link to the req’s application

**Careers Link:** Link to the job posting. This allows the applicant to review the posting first.

Copy and paste the URL you would like to share.

**Note:** If sharing a direct link to a student job, the student must first login on the [On-Campus Student Employment](#) website.

To access the site, the student must first log in on the Student Portal and click the On-Campus Student Employment link in the Resources section (see screenshot).

