

Student Employment Services – Job Posting Web App

SECTION III VIEWING A JOB DESCRIPTION & DEPARTMENT JOB INDEX LISTING

Step 1:

Click Job Descriptions> View Approved Job Descriptions

This will provide you with a list of all APPROVED Job Descriptions for all on-campus positions.

BGSU STUDENT EMPLOYMENT SERVICES

STUDENT EMPLOYMENT | **JOB DESCRIPTIONS** | ON-CAMPUS POSTINGS | ADMIN

Submit New Job Description

View Approved Job Descriptions

Show 10 entries | CSV | Print

ID	Job Title	Department Number	Department Name	Job Code
1725	Social Media & Marketing Specialist	101850	Student Employment	S52000
2743	Student Assistant I	101850	Student Employment	S10000
3411	Multimedia Specialist	101850	Student Employment	S51001

Showing 1 to 3 of 3 entries (filtered from 1,129 total entries)

Step 2:

Use the “Search” box by entering your Department Number or Department Name to view your department “Job Index Listing.”

You can also use the search feature to find Job Descriptions in another department.

APPROVED JOB DESCRIPTIONS

Show 10 entries | CSV | Print

Search: 101850

ID	Job Title	Department Number	Department Name	Job Code	Hire Code	Hourly Wage	Eligible for Remote	Status	Approval Expiration	Update
1725	Social Media & Marketing Specialist	101850	Student Employment	S52000	10185001	\$10.50	No	Approved	07/05/2024	Update
2743	Student Assistant I	101850	Student Employment	S10000	10185002	\$10.10	No	Approved	12/14/2026	Update
3411	Multimedia Specialist	101850	Student Employment	S51001	10185007	\$12.00	Yes	Approved	04/21/2028	Update

Showing 1 to 3 of 3 entries (filtered from 1,130 total entries)

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Step 3:

To view the Job Description, click on the “ID” number (on the left side in orange). Click on “Print” for a hard copy of your Job Index list OR click on the “CSV” box to download an electronic copy.

You can only create jobs in your respective department

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STUDENT EMPLOYMENT JOB DESCRIPTIONS ON-CAMPUS POSTINGS ADMIN LOGOUT

APPROVED JOB DESCRIPTIONS

Show 10 entries CSV Print Search:

ID	Job Title	Department Number	Department Name	Job Code	Hire Code	Hourly Wage	Eligible for Remote	Status	Approval Expiration	
14	LITS - Student Assistant for Graphic Design	120501	University Libraries	S52001	12050134	\$11.60	No	Approved	01/08/2028	Update
21	AS - Student Desk Assistant for Access Services	120501	University Libraries	S00001	12050109	\$10.10	No	Approved	04/28/2027	Update
23	Music - Student Data Entry Assistant	120501	University Libraries	S14000	12050139	\$9.30	No	Expired	04/10/2022	Update
31	C&T - Student Assistant for Collections & Tech Ser	120501	University Libraries	S00001	12050152	\$9.30	No	Expired	04/10/2022	Update

Step 4:

If any changes are needed, you must click on “Update” to the right of the job description. It will automatically show as “revised.” Make the necessary changes and then click “Save Changes” to submit. The same confirmation steps will apply.

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APPROVED JOB DESCRIPTIONS

Show 10 entries CSV Print Search:

ID	Job Title	Department Number	Department Name	Job Code	Hire Code	Hourly Wage	Eligible for Remote	Status	Approval Expiration	
14	LITS - Student Assistant for Graphic Design	120501	University Libraries	S52001	12050134	\$11.60	No	Approved	01/08/2028	Update
21	AS - Student Desk Assistant for Access Services	120501	University Libraries	S00001	12050109	\$10.10	No	Approved	04/28/2027	Update
23	Music - Student Data Entry Assistant	120501	University Libraries	S14000	12050139	\$9.30	No	Expired	04/10/2022	Update
31	C&T - Student Assistant for Collections & Tech Ser	120501	University Libraries	S00001	12050152	\$9.30	No	Expired	04/10/2022	Update