## SECTION IV  CREATING A JOB POSTING

**Step 1:**
To post a job vacancy, a Job Description must have been submitted and approved by SES.

**Step 2:**
Enter your Department ID in the search box to bring up the list of Job Descriptions that are approved for posting.

**NOTE:** You may only post a position that has been approved for your department. If you would like to use a description that is approved for another department, you must submit a new job description for your department.

**Step 3:**
Click “Create Posting” for the job you want to post. Fill in all the necessary information. Fields with * are required.

Expired descriptions must be revised and submitted for approval before posting.
Step 4:

Fill in contact information

**Department:**
Populates automatically.

**Job Code:**
Populates automatically.

**Address:**
Enter address of the contact.

**Contact Name:**
Enter Contact name (this will be the person that gets the email notification from Handshake)

**Contact Phone:**
Enter Contact phone

**Contact Email:**
Enter Contact email
### Student Employment Services – Job Posting Web App

<table>
<thead>
<tr>
<th><strong>Step 5:</strong></th>
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</thead>
<tbody>
<tr>
<td><strong>Job Title:</strong></td>
<td>Populates automatically</td>
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<tr>
<td><strong>Purpose:</strong></td>
<td>Populates automatically</td>
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<tr>
<td><strong>Key Duties:</strong></td>
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<tr>
<td><strong>Additional Duties:</strong></td>
<td>Enter any additional duties that apply specifically to this posting</td>
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<tr>
<td><strong>Qualifications:</strong></td>
<td>Populates automatically</td>
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<tr>
<td><strong>Additional Information:</strong></td>
<td>Enter any additional information that applies specifically to this posting</td>
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</table>

**Job Title:**

> Student Assistant I

**Purpose:**

To support the staff members of Student Employment Services by providing customer service, processing documents, completing clerical tasks and running errands.

**Key Duties:**

1. Answer basic questions (by phone and in person) regarding programs, services, processes, policies, procedures of Student Employment Services by following established and standardized procedures.
2. Operate office machines such as multi-line phone, photocopier, fax and desktop computers.
3. Assist students with WorkNet registration and demonstrate basic job search processes according to established office procedures.
4. Access Student Employment Services (e.g. WorkNet and) database (e.g. Paws2Soft) in to provide information: answer inquiries, encode and record and maintain forms.

**Additional Duties:**

**Qualifications:**

1. Ability to speak clearly, using appropriate grammar.
2. Ability to follow detailed directions and instructions.
3. Ability to sort, alphabetize and organize data and forms; ability to send email messages.
4. Perform basic Internet searches and compose/edit documents using Microsoft Word and Excel.

**Additional Information:**

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### Step 6:

**Number of Vacancies:**
Enter the number of students you plan to hire

**Approximate Hours Per Week:**
Enter the number of hours per week you expect the student will work (cannot exceed 28 hours per week).

**Schedule Days and Times:**
Enter required days and times or varied as appropriate.

**Employment Period:**
Choose period of employment from the drop-down

### Step 7:

**Choose how you want student to apply:**
Can choose more than one and the corresponding fields will appear based on your choice.

**HOW TO APPLY**

- Inquire by phone; phone number entered previously will default. This can be changed if necessary.
- Inquire in person; address entered previously will default. This can be changed if necessary.
- Inquire by email; email entered previously will default. This can be changed if necessary.
- Inquire by other method; enter detailed instructions to apply (website, etc.). If you have other materials such as an application to add to the posting, please send to stuemp@bgsu.edu and indicate the corresponding job.
## Step 10:

**Compensation type:**
Automatically populates.

If Hourly, choose
Regular employment or Federal Work Study:
You may choose either or both.
(FWS may only be used during the academic year for hourly jobs)

**Posting Start Date:**
Enter the date for the posting to start.
Allow up to 3 business days for job to be posted.

**Posting Expire Date:**
Enter the date for the posting to end.

**Click Submit:**

Jobs must be posted on Handshake for a minimum of two days. The two-day posting policy is to provide all students reasonable and equal access to job vacancies.

## Posting Confirmation:
The position has been submitted to for approval. SES has up to 3 business days to process. It is not available to students on Handshake until the submitter receives the confirmation email.

*Approvals during peak periods may take longer than 3 business days*