



**Student Supervisors
Training Guide**

To Post a Job that is Currently in Storage

Student Employment Home

System Admin Home

JobX Admin Home

Job Control Panel

Approve Hire Requests

TimesheetX Admin Home

Log Out

>

href="Chm_ManageUser.aspx?Unbecome=1">Unbecome M Hoefer

[Edit this Nav Bar]

Employer Filter: [show/hide]

Employer Type **Filter Employers:**
-- All On Campus --

Employer: Financial Aid Office

Only show "my" jobs
 Show all jobs within selected employer(s)

Add a new job for Financial Aid Office

Job Status Filter: [show/hide]

View Listed Jobs (0)

View Jobs Pending Approval (0)

View Jobs in Review Mode (4)

View Jobs in Storage Mode (1)

Approve External Jobs

After logging in, click on the box next to “View Jobs in Storage Mode.”

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Skidmore College
815 North Broadway
Saratoga Springs, NY 12866
518-580-5750
info@skidmore.edu

Welcome, Debra A Coleman :: Monday, April 11, 2016

Employer Filter: [\[show/hide \]](#)

Employer Type: Filter Employers: -- All On Campus --

Employer: Financial Aid Office

Only show "my" jobs
 Show all jobs within selected employer(s)

[Add a new job for](#) Financial Aid Office

Job Status Filter: [\[show/hide \]](#)

View Listed Jobs (0)
 View Jobs Pending Approval (0)
 View Jobs in Review Mode (4)
 View Jobs in Storage Mode (1)

[Approve External Jobs](#)

Job Actions: [\[show/hide \]](#)


Delete Export Print -- Select Action Below -- Apply Action

Select/Deselect All Show 25 results per page 1 to 1 of 1 |<< < > >>|

STORAGE – Jobs NOT Currently Listed with NO Applicant Data
Financial Aid Office

<input checked="" type="checkbox"/>	Ref# 4474	file clerk	0 Applicants (0 New)
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1 to 1 of 1 |<< < > >>|



1. A list of job(s) will be available to review.
2. Click on the job you want to open.

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Manage Job

Job Title	Employer	Status
file clerk	Financial Aid Office	Storage

Additional details about this job's status:
 » This job is currently in Storage.

Update Status Listed Cannot list job because it has 0 openings. Review Mode » Click to change to Storage » Current Status	Manage Application This job is configured to collect online applications. » Edit, view or remove the online application.
View Applicants No applications have been submitted for this job.	Hire Student You cannot hire students while the job is in this status.

[Click here to \[Delete\] this job](#)

[\[Edit this Job\]](#)

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

file clerk	
Job ID	4474
Job Type	On-Campus Jobs
Employer	Financial Aid Office
Job Category	Office and Administrative
Job Description	Put ALL those fin aid files away, AlphaBeautifully
Job Requirements	Alpha knowledge
Available Openings	0
Hours	10.0 hours per week
Hourly Rate	\$9.00/hour
Wage Notes	2]
Time Frame	Spring
Start Date	Wednesday, February 23, 2011
End Date	Tuesday, May 17, 2011
Primary Contact	Beth A Post-Lundquist
Primary Contact's Email	
Phone Number	
Fax Number	
Work Location	Starbuck Ctr Garden Level
JLD?	No

To make changes to this job click on “Edit this Job.”

Update Job Profile:
Due to your security level, you may make any changes to the job, and they will take effect immediately.

Job Category [e?](#) Office and Administrative

Job Title Example: Front Desk Receptionist file clerk

Job Description Please be as detailed as possible. Put ALL those fin aid files away, AlphaBeautifully

Job Requirements Please be as detailed as possible. Alpha knowledge

Number of Available Openings Based on 1 position = 10 hours/week. 0

Hours per Week 10.0 to 10.0

Start Date Please enter either an exact date in the form mm/dd/yy or a brief description (i.e., "ABAP"). 02/23/2011

End Date Please enter either an exact date in the form mm/dd/yy or a brief description (i.e., "At completion of project"). 05/17/2011

Time Frame [e?](#) Spring

Rate nav rate: [e?](#)

Every job must have one primary contact person (the next question). It may also have any number of secondary contact people.

Select a Primary Contact Person: Beth Post-Lundquist

The Data below will prefill from the Primary contact's user profile. You must clear the field if you do not want it displayed with the posting.

Phone Number

Fax Number

Email

Location Starbuck Ctr Garden Level

Secondary Contact People [e?](#) Beth A Post-Lundquist, Debra A Coleman, Gina M Hoefer, Lisa Lessard, Patricia A Miller

Submit

1. The job profile form will allow you to update the job description and/or requirements (if necessary). If there are no changes to be made to the general information, you will need to make 3 updates for posting a job: *Number of Available Openings, Start Date and End Date.*
2. When updates have been entered, click on the “Submit” button. This will “save” your edits to the job.

[Student Employment Home](#)

[System Admin Home](#)

[JobX Admin Home](#)

[Job Control Panel](#)

[Approve Hire Requests](#)

[TimesheetX Admin Home](#)

[Log Out](#)

[\[Edit this Nav Bar \]](#)

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Manage Job

Job Title	Employer	Status
file clerk	Financial Aid Office	Storage

Additional details about this job's status:
» This job is currently in **Storage**.

Update Status

[Listed](#) Cannot list job because it has 0 openings.
[Review Mode](#) » Click to change to
Storage » [Current Status](#)

Manage Application

This job is configured to collect online applications.
[» Edit, view or remove the online application.](#)

View Applicants

No applications have been submitted for this job.

Hire Student

You cannot hire students while the job is in this status.

[Click here to \[Delete\] this job](#)

[\[Edit this Job\]](#)

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

file clerk	
Job ID	4474
Job Type	On-Campus Jobs
Employer	Financial Aid Office
Job Category	Office and Administrative
Job Description	Put ALL those fin aid files away . AlphaBeautifully
Job Requirements	Alpha knowledge
Available Openings	0
Hours	10.0 hours per week
Hourly Rate	\$9.00/hour
Wage Notes	2
Time Frame	Spring
Start Date	Wednesday, February 23, 2011
End Date	Tuesday, May 17, 2011
Primary Contact	Beth A Post-Lundquist
Primary Contact's Email	
Phone Number	
Fax Number	
Work Location	Starbuck Ctr Garden Level
JLD?	No

At this time the job is still in “Storage”, it needs to be moved to the “Listed” status so students are able to review the job posting. In the Update Status box – click on the “Listed” link – this will change the status of the position.

The screenshot shows a web interface for updating job status. On the left is a dark green navigation sidebar with white text. The main content area is white with a light blue header for the 'Update Job Status' form. A table lists job details, and below it are two dropdown menus for listing the job on the site. A 'Save Changes' button is at the bottom. Red arrows point from the sidebar to the 'Approve Hire Requests' link, the first dropdown menu, the second dropdown menu, and the 'Save Changes' button.

Update Job Status

[\[Return to Manage Job Page\]](#)

Job Title	Employer	Current Status
Test Job	Financial Aid Office	Storage

[\[Click here to choose a different status\]](#)

List this job on the site

From the list below, you can choose to list this job on the site right now, or at a future date.

Right Now

Choose the length of time the job should be listed on the site:

Until I close the job

[\[Edit this Nav Bar \]](#)

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- 1. The Update Job Status form allows your to specify when to list the job and for how long. The first drop down menu you can select to post the job right now or a specific date. The second drop down menu you can select the length of time the job should be listed on the site.**
- 2. When you have made the selection, click on “Save Changes.”**

[Student Employment Home](#)

[System Admin Home](#)

[JobX Admin Home](#)

[Job Control Panel](#)

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Manage Job

Job Title	Employer	Status
Test Job	Financial Aid Office	Listed

Additional details about this job's status:

- » This job is currently listed on the site.
- » It will not de-list until it is manually taken down.

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

No applications have been submitted for this job.

Hire Student

» [Hire a student](#)

[\[Edit this Job \]](#)

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

Test Job	
Job ID	4474
Job Type	On-Campus Jobs
Employer	Financial Aid Office
Job Category	Office and Administrative
Job Description	Put ALL those fin aid files away, AlphaBeautifully
Job Requirements	Alpha knowledge
Available Openings	2
Hours	10.0 hours per week
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Wage Notes	2
Time Frame	Spring
Start Date	Wednesday, February 23, 2011
End Date	Tuesday, May 17, 2011
Primary Contact	Beth A Poet-Lundquist
Primary Contact's Email	
Phone Number	
Fax Number	
Work Location	Starbuck Ctr Garden Level
JLD?	No

1. The current status of your job is now “listed.”

2. After submitting the form, the Student Employment Coordinator will approve the job to be posted on the website. When the job has been approved you will receive an email notification. It could take 24 hours for you to see the listed job on the website.



Contact
Student Employment
x5750
stuemp@skidmore.edu

Located in the Financial Aid Office
Starbuck Center (lower level)