

Duke | Student Employment



Off-Campus Employer
JobX System Training

Transitioning away from DukeList...



[Help/Tips/FAQ](#) | [Contact Us](#) | [Log out](#) | [Post a Listing](#)

[POST A LISTING](#)

[MANAGE LISTINGS](#)

[MANAGE PROFILE](#)

Students! Dozens of fall jobs are NOW POSTED or are BEING posted by campus employers. All undergrads who fill out a FAFSA form can receive Duke work study even if they don't qualify for federal work study funds.

SEARCH



BROWSE LISTINGS

[SUPPORTING FACULTY & STAFF DURING COVID-19](#)

[PART-TIME WORK \(PAID AND UNPAID\)](#)

[FOR SALE](#)

[HOUSING \(RENTALS, SALES, SUBLEASES, ROOMMATES\)](#)

On-Campus Student Jobs



Posted: September 13, 2021

Academic and Media Tech Support



Posted: September 10, 2021

Library Student Assistant of Government Document Project



Posted: September 9, 2021

Digital Communications Student Intern, Office of Undergraduate Admissions



... to Duke Student Employment

Welcome to Duke University's Student Employment Portal

Part-time jobs and volunteer opportunities



Students

Setup your user account, and begin searching for a job or a volunteer opportunity, including human subject research.



On-Campus Employers

Post available job positions, review applications and hire students. Employment guidelines and required documents are at your fingertips!

Click [here](#) if you are an On-Campus Employer who has **never logged in before and need to **request access to the site**.**



Non-Profit Agencies

Non-profit community service employers, located in Durham, may submit an application to participate in the Federal Work-Study Program.



Off-Campus Non-WorkStudy Employers

Businesses & individuals, located in Durham, looking to hire a student for various positions (ie waitstaff, baristas, house sitters, baby sitters, dog walkers, etc.)



Access JobX

Access JobX

Then click on the **Off-Campus Non-WorkStudy** option.



Off-Campus Non-WorkStudy Employers

Businesses & individuals, located in Durham, looking to hire a student for various positions (ie waitstaff, baristas, house sitters, baby sitters, dog walkers, etc.)

Duke JobX Portal:

<https://duke.studentemployment.ngwebsolutions.com/>

Off-Campus Employer Request Login

Click the 'Request Login' link.



Off-Campus Non-WorkStudy Employer;

Post job opportunities for Duke students. Market job openings to students all within a centralized location. Interested students will contact employer directly.

Employer Tools

[JobX Login](#)

Login to post jobs

[Request Login](#)

Click above if you are an Off-Campus Employer who has **never** logged in before. *The JobX Tutorial must be reviewed & survey completed prior to requesting access.*

[Contact Us](#)

Please send us your suggestions, ideas, or questions.

Other Resources

[Interested in hiring a Duke student?](#)

General information about how to become an Off-Campus employer.

[JobX Tutorial](#)

Click here to access the Off-Campus Supervisor Training in PDF format.

[FAQs](#)

Questions about JobX, the registration process, or our employment processes in general? Check out our FAQs to help answer your questions.

Input Employer Login Request Information

Complete Request Login Form by providing standard identifying information (First & Last Name, Contact Info, etc.)

You will also be prompted to identify the respective employing agency*.

Then click '**Submit**' button to submit your request for an approved login.

**Note: If your agency is not in the employer list, please enter the name in the Notes section of the form.*

Request Log in permission

Request Permission To Use This Site

You must be a registered user to post jobs on the Employment website. Please fill out the following information, and we will evaluate your request as quickly as possible.

First Name *

Middle Name

Last Name *

Full Email Address *
Example: jsmith@domain.com

TNumber *

Street 1

Street 2

City

State

Zip Code

Phone

Fax Number

Website

Choose a Password * Enter Password:
Passwords are case sensitive.

Re-Enter Password:

Please choose the employer for which you work from the list below.

Employer

Job Title

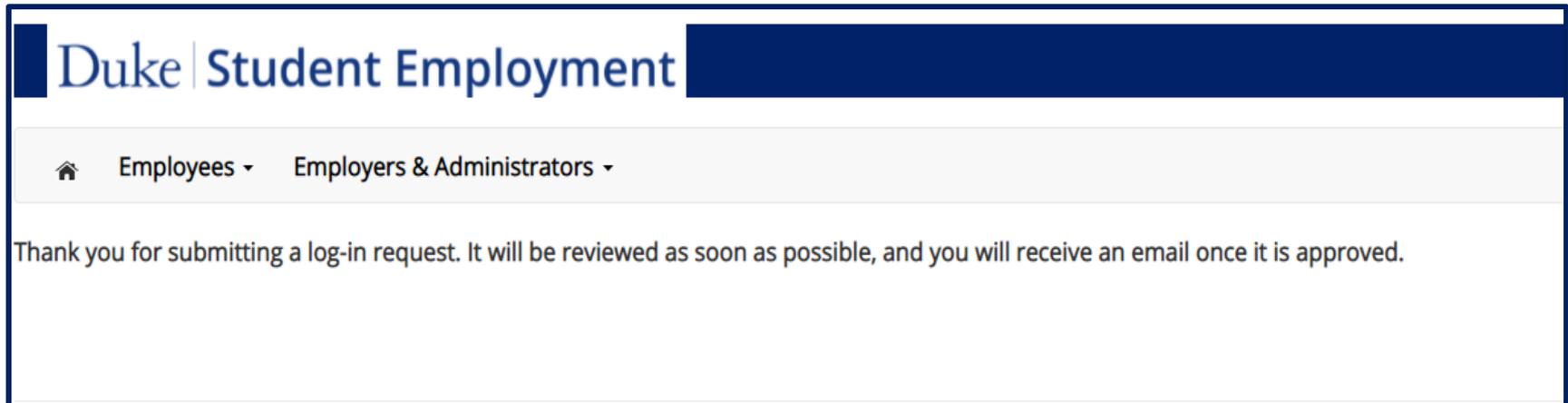
Notes
If your employer is not listed in the pull-down menu, please provide the name of the employer you should be affiliated with here. Also use this space to indicate if you're affiliated in more departments than the one you're listed with in the pull-down menu above.

This must be verified prior to submitting the form

I'm not a robot 

Employer Login Approval

Upon submission of the Request Login form, your request will be reviewed by the Duke's Student Employment Team. Once approved, you will receive an email. After approval, click the 'JobX Login' link to login to the system.



May take 1-2
business days for
approval

Off-Campus Employer Login

Once approved, you will receive an email. After approval, click the 'JobX Login' link to login to the system.



Off-Campus Non-WorkStudy Employer;

Post job opportunities for Duke students. Market job openings to students all within a centralized location. Interested students will contact employer directly.

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Off-Campus Employer Login

Enter your **email address** and **password** you requested during the Request Login process, then click '**Login**'.

Attention!

You are required to log-in to use the system. Enter your username (email address) and password.

By logging-in I understand and acknowledge:

- Any unauthorized review, use, disclosure, or distribution of confidential information contained in this system is strictly prohibited.
- I agree to access and use information contained within this site for my employment duties only.
- Any misuse or unauthorized release of confidential information may be grounds for discipline or legal action.

If this is your first time visiting this site, please click [here](#). Otherwise, Please Log In!

Email Address

Password

[Forgot Password?](#) [Employer - Create Account Request](#)



Job Postings

Create a Job Posting

HOW DO I POST A JOB IN JOBX?

Review Student Employment Resources

Other Resources

[Interested in hiring a Duke student?](#)

General information about how to become an Off-Campus employer.

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[FAQs](#)

Questions about JobX, the registration process, or our employment processes in general? Check out our FAQs to help answer your questions.

Before creating your job posting, consider important Employment information:
Employment dates, hours, and pay rates, position description

Create a Job Posting – Add a Job

Click **'Add a Job'** button to start the process to create a job.

Duke Student Employment

Job Control Panel

Employer Type:
-- Show all Employer Types --

Employer Name:
-- Show all Employers --

Job Status:
 Listed Jobs (0)
 Pending Approval (0)
 Review Mode (0)

[+ Add a Job](#)

Search Title, Description, [Search](#)

-- Select Action Below -- [Apply Action](#)

Create a Job Posting – Select Employer

You are adding a brand new job to the web site for:

>> **Step 1: Supply Job Profile information** >> Step 2: Review Job Application >> Step 3: Go Live

Please Choose an Employer/Department

Choose Employer

Searching...

Audacity Labs

Carolina Friends School

Go to next step

Select your respective Agency from the **Employer Drop Down list**.

If you have posting permissions for more than one agency, select the respective employer for which you want to post a job from the 'Employer drop down list.

Next click '**Go to next step**' button to proceed.

Create a Job Posting – WS or Non WS

Identify the type of job you are posting:

➤ Non Work-Study

>> Step 1: Supply Job Profile information >> Step 2: Review Job Application >>

Please Choose a Job Type

Choose one... ▾

- Choose one...
- Off-Campus WS Jobs
- Off-Campus Non-WS Jobs

Go to next step

Create a Job Posting – Complete Job Posting Template

Complete the Job Posting Template.

The Job Posting Template may vary depending on the job type selected.

Fields denoted with a red* are required fields.

Lastly, click **‘Submit’** to continue the next steps in the process.

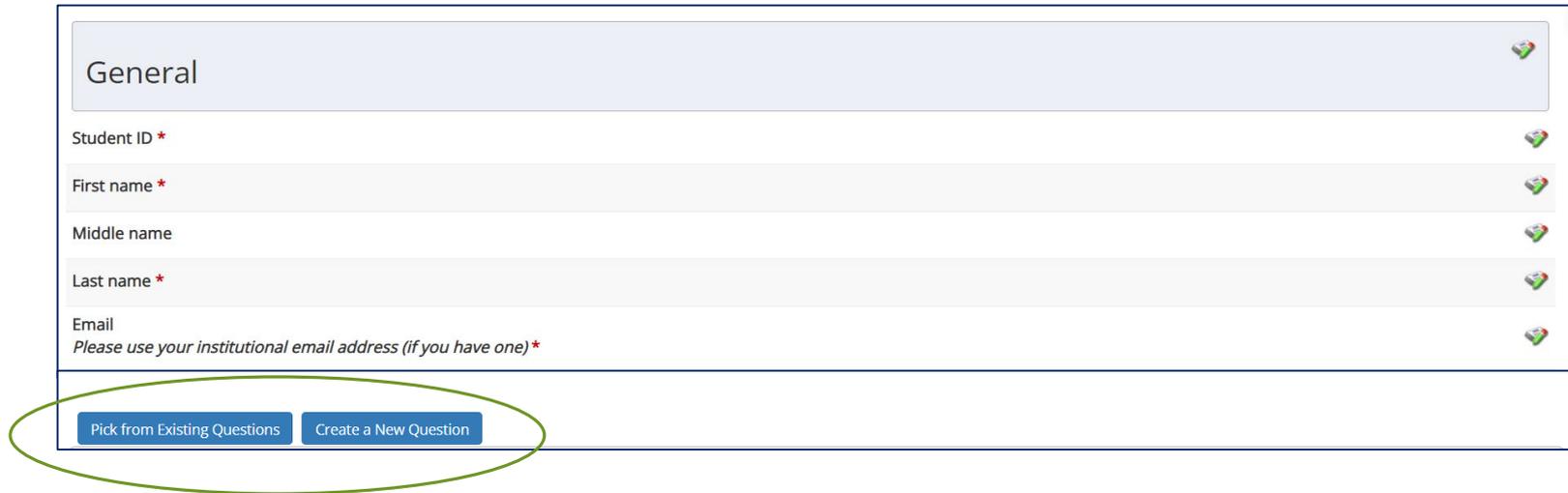
Important Note: If your information has been loaded your contact information (e.g. Contact, Email, & Location), these fields will be pre-filled systematically.

If not, you may optionally enter your Phone Number, E-Mail Address, and Location so an applicant can contact you, if desired.

The screenshot shows a web form for creating a job posting. At the top, it indicates the current step: '>> Step 1: Supply Job Profile information >> Step 2: Review Job Application >> Step 3: Go Live'. The form includes several sections:

- Job Category ***: A dropdown menu with 'Choose one...' selected.
- Job Title ***: A text input field with the example 'Example: Front-Desk Management'.
- Job Description ***: A rich text editor with a toolbar (bold, italic, underline, list, link, unlink, image, video) and a placeholder 'Please be as detailed as possible'.
- Job Requirements ***: Another rich text editor with the same toolbar and placeholder 'Please be as detailed as possible'.
- Number of Available Openings ***: A text input field.
- Hours per Week**: A dropdown menu set to '10.0' and a 'Same' checkbox.
- Time Frame for this job**: A dropdown menu with 'Choose one...' selected.
- Base pay rate: ***: A dropdown menu with 'Choose one...' selected.
- Primary Contact Person ***: A dropdown menu with 'Choose one...' selected. Below it is a note: 'Every job must have one primary contact person (the next question). It may also have any number of secondary contact people. Select a contact and 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 ***: A text input field.
- Email ***: A text input field.
- Location ***: A text input field.
- Do you wish to collect online applications for this job?**: Radio buttons for 'Yes' (selected) and 'No'.
- Company/Department Logo**: A 'Choose File' button with the text 'No file chosen'.
- A blue **Submit** button at the bottom.

Create a Job Posting – Review Default Application



General

Student ID *

First name *

Middle name

Last name *

Email
*Please use your institutional email address (if you have one) **

Pick from Existing Questions Create a New Question

To ensure you find the most qualified candidate for your job, you may add job specific questions to the institutional default application questions.

The Duke Student Employment Team must approve these job specific questions.

To add job specific questions to the institutional default application, at the bottom of the page you may use the customized tool, see next slide for additional information.

Create a Job Posting – Add Customized Questions

When creating a new question, please select a type of question from the 'Question Type' drop down menu (i.e. Single Line, Multiple Line, Single Choice , Multiple Choice, Date, File Upload, or Instructional Text).

Use an abbreviated name for the question you'll be adding for retrieval purposes in the "Pick from Existing Questions" library. Please Note: This will not be presented to the applicant.

The Question Label is what the applicant will see. Use the text and HTML editor feature to make your questions look more professional.

You can either add your question to the existing general section or create a custom section for your question to be placed underneath. If you'd like to add a new section for a question to be within, please enter the name of the section in the "Create a new section" at the same time you're adding the 1st new field being presented within this new section.

Once this section has been added with your new question, all subsequent questions you may want to add to this new section can be done by simply selecting the new section from the "Select an existing section" drop down list.

You can place any new question exactly where you want it by selecting the desired location in the "Where to Add this Question" drop down list.

When you are completed adding a question, click the "Add Question" button. Lastly, to save the application, please click the "Save Application" button.

Please note: All job specific questions you add to your institutional default application will be reviewed and approved by your Site Administrator.

The screenshot shows two sections of a web form. The top section, titled 'Question Details', contains three main fields: 'Question Type' (a dropdown menu with 'Please select' as the current value), 'Question Name' (a text input field), and 'Question Label' (a rich text editor with a toolbar showing bold, italic, underline, and list options). A green arrow points to the 'Question Type' dropdown, and another points to the 'Question Label' editor. The bottom section, titled 'Application Behavior', contains 'Application Section' (a dropdown menu with '-- Please select --' as the current value), 'Other flags' (two checkboxes: 'Application input is required' and 'Prefill this question from previous answer?'), and 'Where To Add This Question?' (a dropdown menu with 'End of Application' as the current value). A green arrow points to the 'Where To Add This Question?' dropdown.

Create a Job Posting – Finalize Job Posting – Part 1

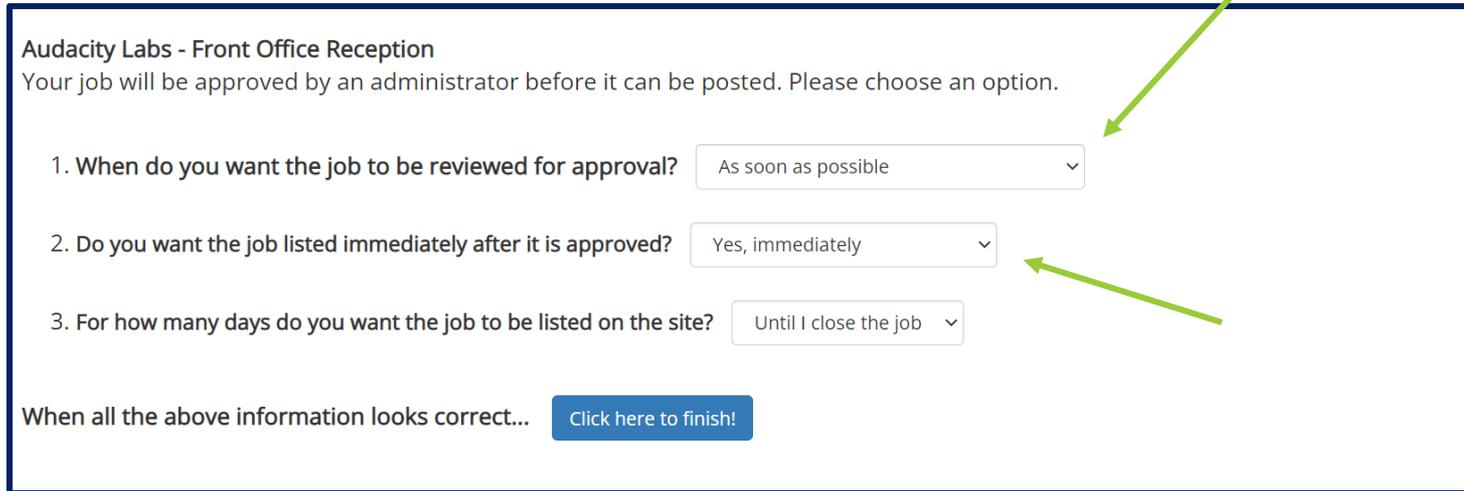
Audacity Labs - Front Office Reception
Your job will be approved by an administrator before it can be posted. Please choose an option.

1. When do you want the job to be reviewed for approval?

2. Do you want the job listed immediately after it is approved?

3. For how many days do you want the job to be listed on the site?

When all the above information looks correct... [Click here to finish!](#)



Select '**Right Now**' from the list on question #1 if you want the job to be reviewed for approval immediately.

- If you want to save the job for later, select '**Later, I need to review it myself first**'. The job will go to Storage for later review.

Create a Job Posting – Finalize Job Posting – Part 2

Audacity Labs - Front Office Reception
Your job will be approved by an administrator before it can be posted. Please choose an option.

1. When do you want the job to be reviewed for approval?

2. Do you want the job listed immediately after it is approved?

3. For how many days do you want the job to be listed on the site? 

When all the above information looks correct... [Click here to finish!](#)

For the question, ‘For how many days do you want the job to be listed on the site?’

- If you want to designate a specific period of time the job should be posted, select the applicable duration from the drop-down list.
- If you want the job to be posted until you close the job, select **‘Until I close the job.’**

Click the **“Click here to Finish!”** button.

- Your job will be submitted to the Student Employment Office for review/approval.
- Approval may take **2-3 business days.**

Create a Job Posting – Pending Approval

<u>Front Office Reception</u>	Applications:	Employer: Audacity Labs
<input type="checkbox"/> Job Id: 4546 Contact Person: Test Off-Campus Supervisor Wage: \$10.50 - \$16.50 /hr	Status: Pending Approval Location: 6821 Southpoint Dr N Jacksonville FL 32216	Listed: Job Type: Off- Campus WS Jobs <div style="text-align: right;">Actions ▾</div>

Audacity Labs - Front Office Reception

Congratulations! Your job is pending approval, then it will be listed.

What would you like to do now?

- [View the job details \(for printing, etc.\)](#)
- [Return to your control panel.](#)

You may either print your job details or click '**Return to your control panel**' to view and/or manage your jobs further.

If you choose to return to the control panel, the job you just added can be located in the '**Pending Approval**' queue.

Edit a Job Posting

WHAT STEPS DO I TAKE IF MY JOB
POSTING NEEDS UPDATING?

Edit a Job Posting

» This job is currently in **Review Mode**.

Update Status

Listed

» Click to change to

Review Mode

» **Current Status**

Storage

» Click to change to

Manage Application

This job is configured to collect online applications.

Edit or view the online application.

You may view the job and/or application details or request the job status be changed by viewing the job on your [“Job Control Panel”](#). You can access this panel anytime using the ‘JobX’ tab on the top navigation bar.

To edit the job, click **‘Edit Job’** from the ‘Actions’ drop down.

To edit the application tied to your job, click **‘Manage Application’** from the ‘Actions’ drop down.

If the option to edit your application or job posting are not visible, please update the status of the posting from “Listed” to **“Review Mode”**.

Questions?

Please contact
Duke Student Employment at:

studentemployment@duke.edu
or call us at: **919-660-3630**

Link to post-training assessment:

https://duke.qualtrics.com/jfe/form/SV_9ZumpjLbbh7S2pw

