

# 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 JobX Tutorial link first to review the training materials.

Then click the → 'Request Login' link.



## Off-Campus Non-Work Study Employer

Post job opportunities for Duke students. Market job openings to students all within a centralized location. Interested students will contact employers 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 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 or the registration process? 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.)

Please do not use your Duke credentials for any of this info. These are your personal postings not associated with Duke.

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 \*

TNumber \*

Street 1

Street 2

City

State

Zip Code

Phone

Fax Number

Website

Choose a Password \*

Enter Password:

Re-Enter Password:

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

Employer

Job Title

Notes

This must be verified prior to submitting the form

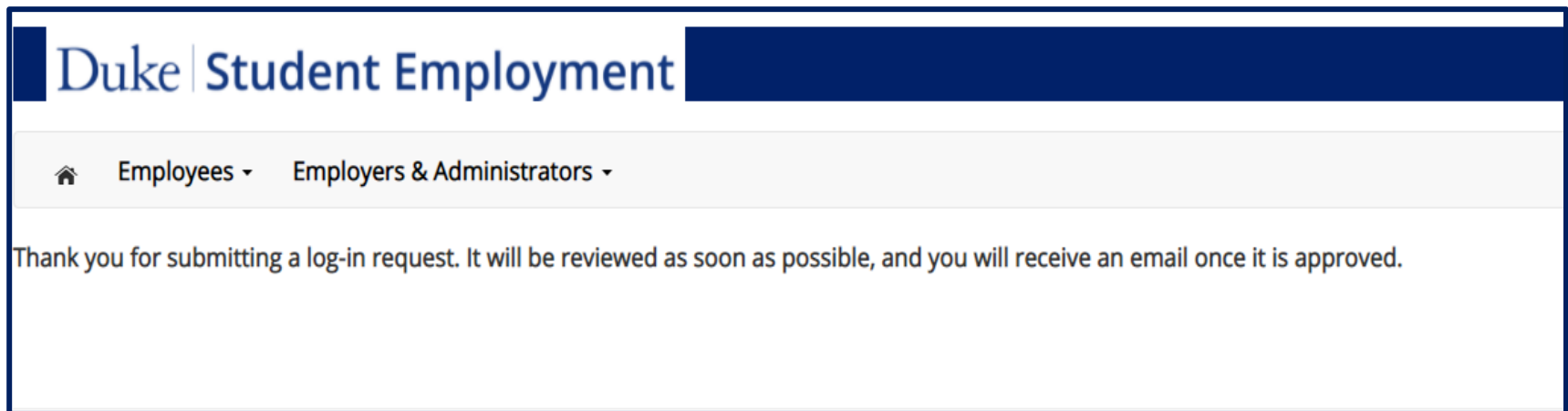
☐ I'm not a robot

reCAPTCHA

Submit

# 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-Work Study Employer

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

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#### [FAQs](#)

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# Off-Campus Employer Login

Enter your **email address** and **password** you requested during the Request Login process, then click '**Login**'. Please do not use your Duke email address.

**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

[Login](#)

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



# Job Postings

# Create a Job Posting

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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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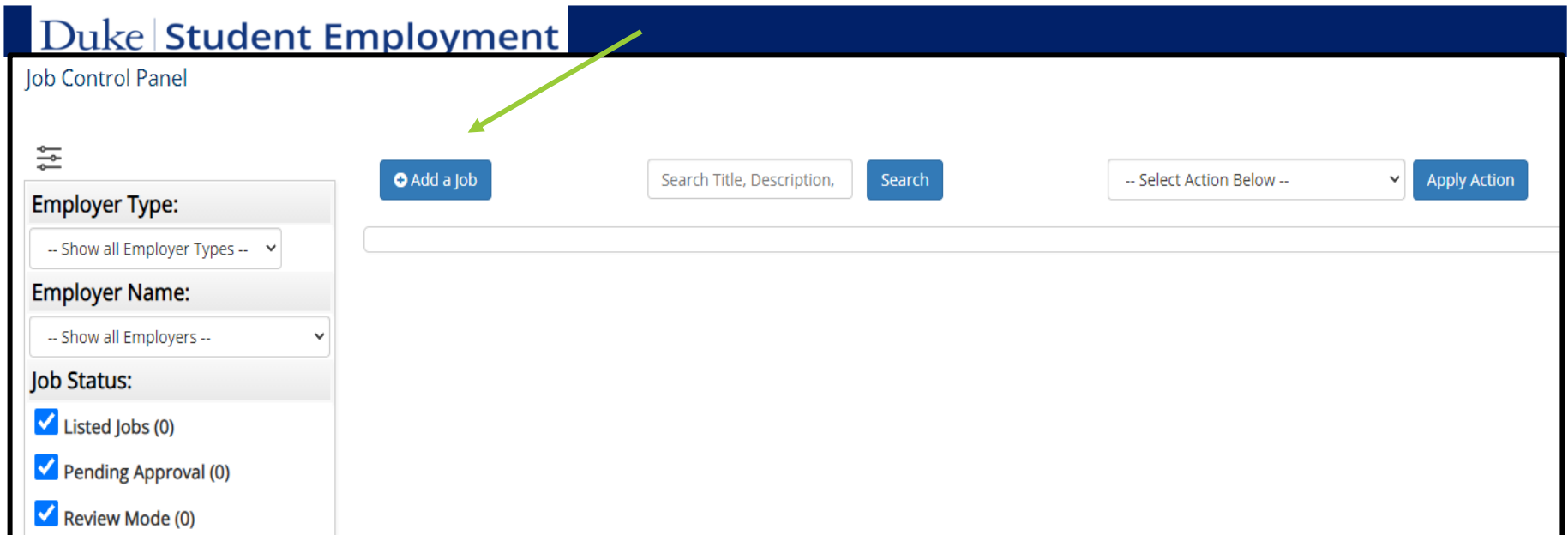
### [FAQs](#)

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.



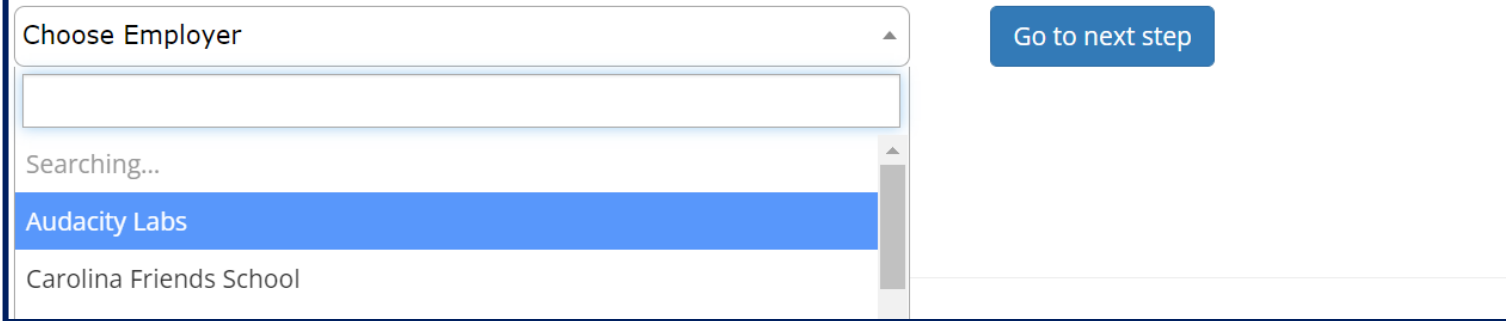
The screenshot shows the 'Duke Student Employment' Job Control Panel. On the left is a sidebar with filters: 'Employer Type' (dropdown), 'Employer Name' (dropdown), and 'Job Status' (checkboxes for 'Listed Jobs (0)', 'Pending Approval (0)', and 'Review Mode (0)'). The main area contains a blue '+ Add a Job' button, a search bar with the placeholder 'Search Title, Description,' and a 'Search' button. To the right of the search bar is a dropdown menu labeled '-- Select Action Below --' and an 'Apply Action' button. A green arrow points from the top right towards the '+ Add a Job' button.

# 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 name or company from the **Employer Drop Down list**.

If you have multiple posting permissions, 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 – Complete Job Posting Template

Complete the Job Posting Template.

Fields denoted with a red\* are required fields.

Please include contact information in the posting.  
This is what the student will use to contact you directly if s/he wishes to apply or obtain more info.

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

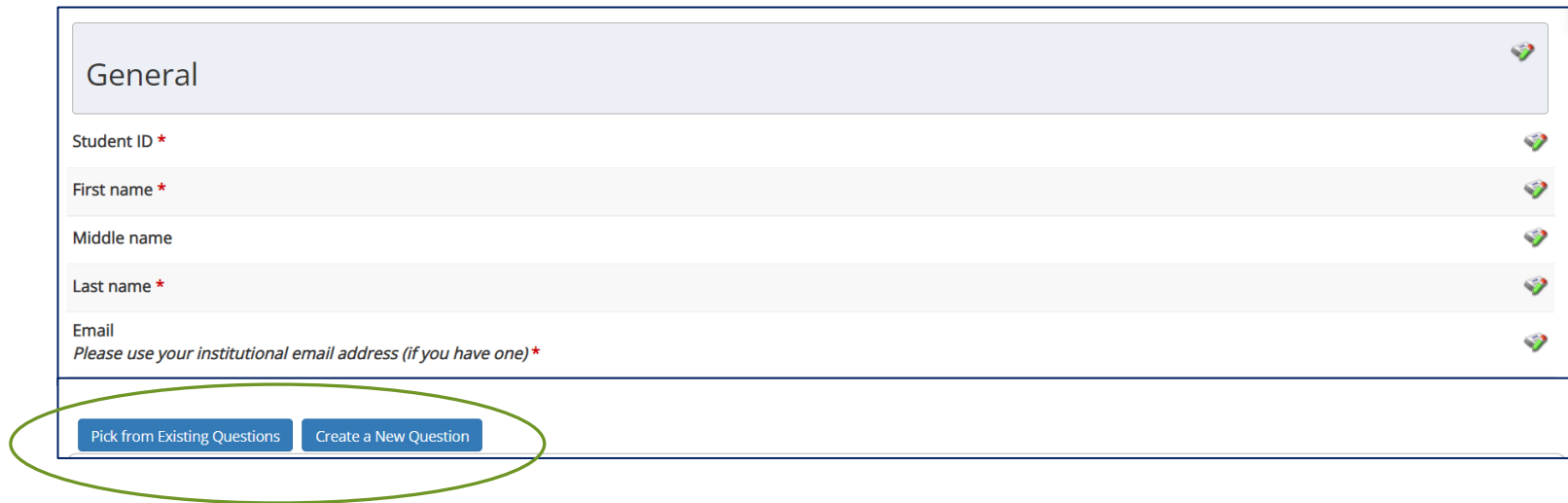
**Important Note:** If your information has been loaded your contact information (e.g. Contact, Email, & Location), these fields will be pre-filled systematically.

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 titled "Complete Job Posting Template" with a progress bar at the top indicating three steps: "Step 1: Supply Job Profile Information", "Step 2: Review Job Application", and "Step 3: Go Live". The form is divided into several sections. The first section contains "Job Category" (a dropdown menu), "Job Title" (a text field), and "Job Description" (a large text area with a rich text editor toolbar). Below this is the "Job Requirements" section, also with a large text area and toolbar. The second section contains "Number of Available Openings" (a text field), "Hours per Week" (a dropdown menu with "10.0" selected and a "Same" button), and "Time Frame for this job" (a dropdown menu). The third section contains "Base pay rate" (a dropdown menu). Below this is a blue-shaded instruction box: "Every job must have one primary contact person (the next question). It may also have any number of secondary contact people." This is followed by the "Primary Contact Person" section, which includes a dropdown menu, a "Phone Number" text field, an "Email" text field, and a "Location" text field. Below these fields are radio buttons for "Do you wish to collect online applications for this job?", with "Yes" selected. At the bottom, there is a "Company/Department Logo" section with a "Choose File" button and a "No file chosen" status. A blue "Submit" button is located at the very bottom of the form.



# Create a Job Posting – Review Default Application



The screenshot shows a web form titled "General" with a light blue header. Below the header are several input fields, each with a red asterisk indicating a required field. The fields are: "Student ID", "First name", "Middle name", "Last name", and "Email". The "Email" field has a note below it: "Please use your institutional email address (if you have one)". To the right of each field is a small icon of a person. At the bottom of the form, there are two blue buttons: "Pick from Existing Questions" and "Create a New Question". These two buttons are circled in green.

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 1<sup>st</sup> 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 displays 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 other formatting options). A green arrow points to the 'Question Type' dropdown, and another points to the 'Question Label' text editor. The bottom section, titled 'Application Behavior', contains two sub-sections. The first, 'Application Section', has a dropdown menu labeled 'Select an existing section' (showing '-- Please select --') and a text input field labeled 'Create a new section'. The second, 'Other flags', includes two checkboxes: 'Application input is required' and 'Prefill this question from previous answer?'. Below these is a third section, 'Where To Add This Question?', which has a dropdown menu currently set to 'End of Application'. A green arrow points to this dropdown menu.

# Create a Job Posting – Finalize Job Posting – Part 1

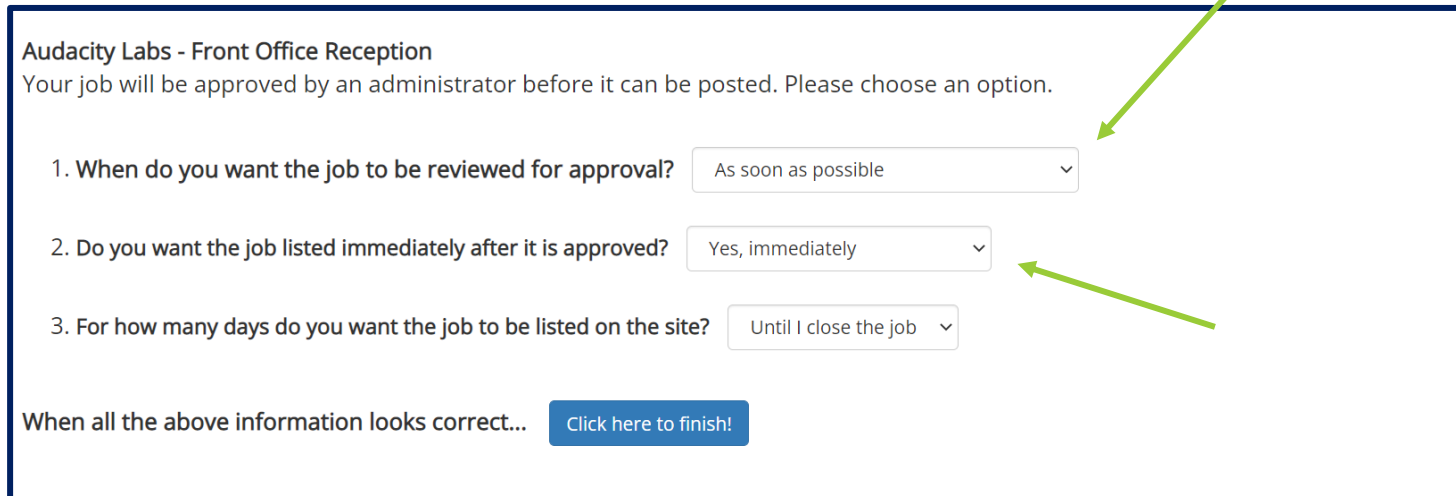
**Audacity Labs - Front Office Reception**  
Your job will be approved by an administrator before it can be posted. Please choose an option.

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"/> <b>Job Id:</b> 4546 <b>Contact Person:</b> Test Off-Campus Supervisor <b>Wage:</b> \$10.50 - \$16.50 /hr	<b>Status:</b> Pending Approval <b>Location:</b> 6821 Southpoint Dr N Jacksonville FL 32216	<b>Listed:</b> <b>Job Type:</b> Off- Campus WS Jobs <div>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

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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](https://duke.qualtrics.com/jfe/form/SV_9ZumpjLbbh7S2pw)

