Duke | Student Employment

Non-Profit Agency JobX System Training

Transitioning away from DukeList…

Duke UNIVERSITY LIST

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

Keyword...

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.)

Why the change?

- Streamline job posting
- Workflow job approval process ensures your jobs are reviewed timely and are compliant.
- Customize job specific questions on the application to find the “most qualified” candidates in your job(s).
- Systematic e-mail alerts ensure timely communications amongst everyone (employees, supervisors, site administrators).
- Systematic applicant compliance checks ensures all employment eligibility requirements are met.
- Broadcast e-mail tools for improved communications with your employees.

Training Overview

Access JobX

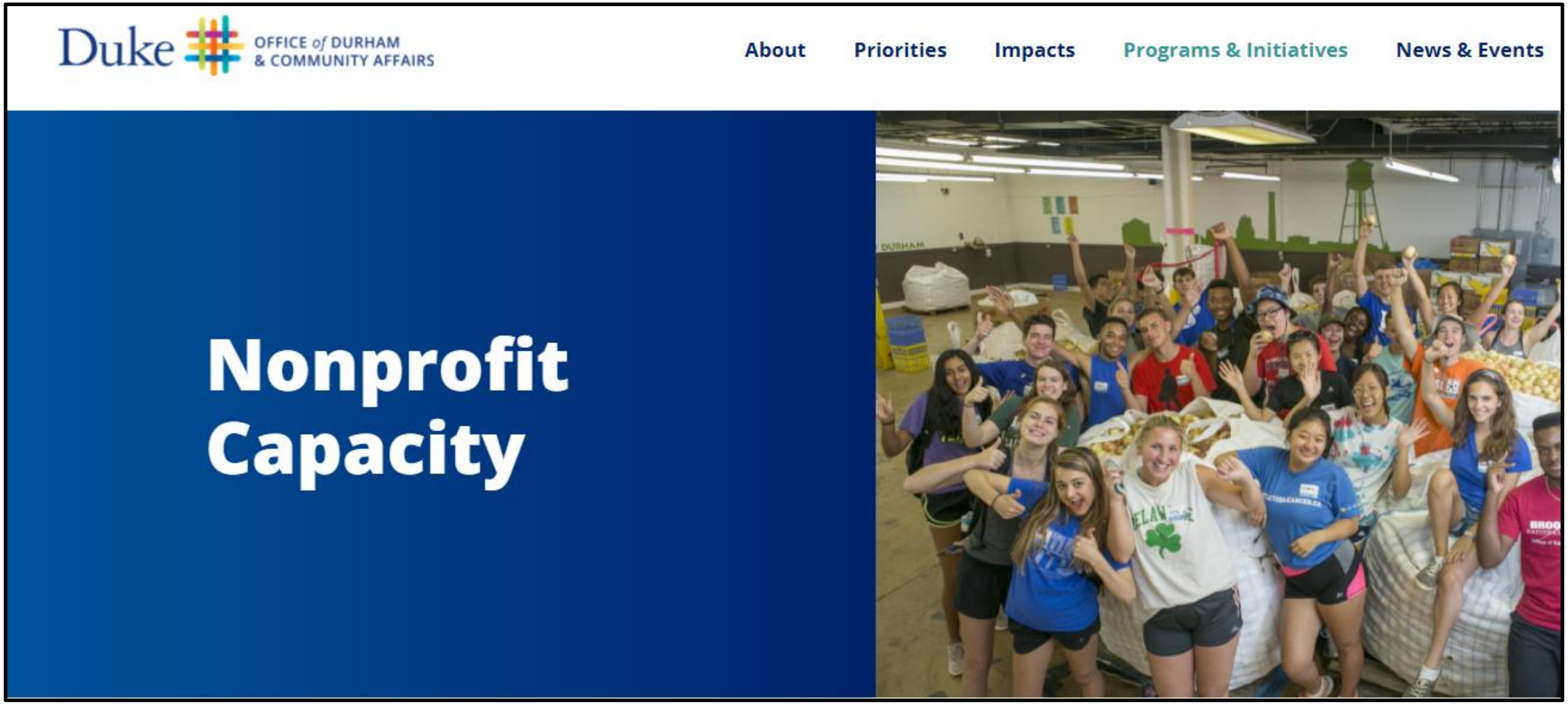
Job Posting

Review and Hire Applicants

Approved for Hire

Questions

Before you Access JobX!



Confirm that your agency has received approval from Duke's Office of Durham & Community Affairs to participate as an employer in the Federal Work-Study Program. You must have completed their Qualtrics survey & received an email from StudentEmployment@duke.edu confirming the approval.

Access JobX

Access JobX

Confirm your agency has received approval from Duke's Office of Durham & Community Affairs.

Navigate to the Duke Student Employment homepage.

Then click on the **Non-Profit Agencies** option.

Duke JobX Portal:
https://duke.studentemployment.ngwebsolutions.com/

Off-Campus Employer Request Login

Click the ‘Request Login’ link.

Non-Profit Agencies

Post job opportunities for Duke students, and apply to participate in the Federal Work-Study program.

Employer Tools

JobX Login

Login to post jobs, hire students, and access student applications.

Request Login

Click above if you are an Off-Campus Employer who has **never** logged in before.

Contact Us

Please send us your suggestions, ideas, or questions.

Other Resources

Interested in participating in the Work Study program?

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.

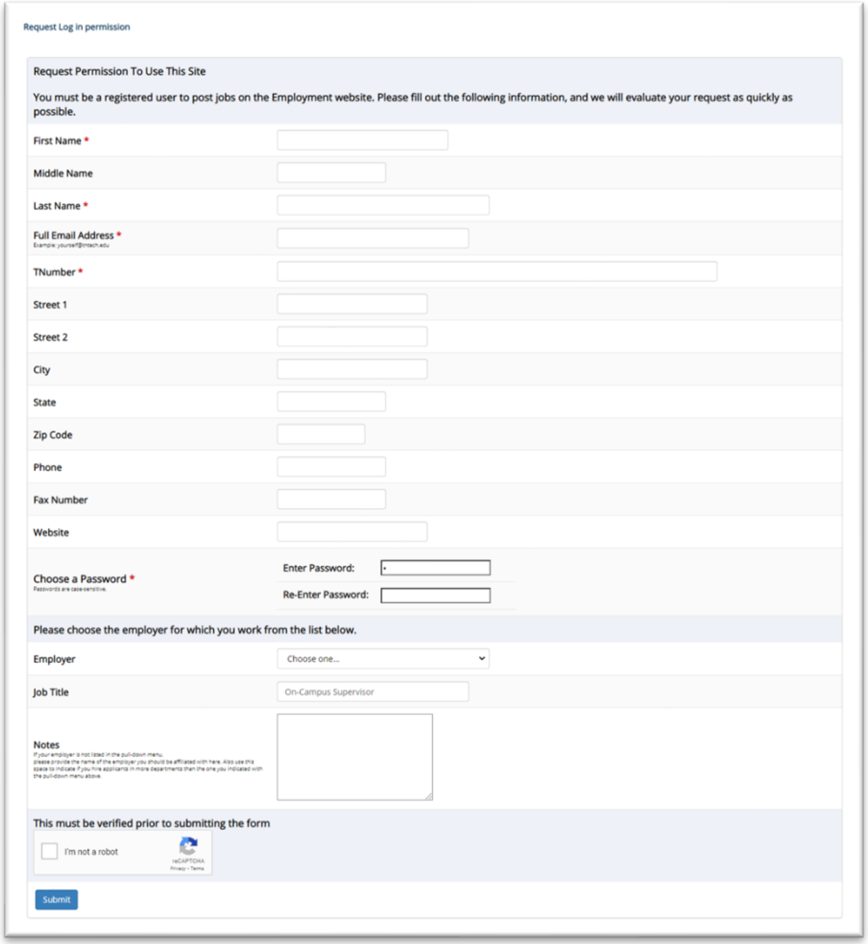
Input Employer Login Request Information

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: yourself@tntech.edu	
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	Choose one...
Job Title	On-Campus Supervisor
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 hire applicants in more departments than the one you indicated with the pull-down menu above.	

This must be verified prior to submitting the form

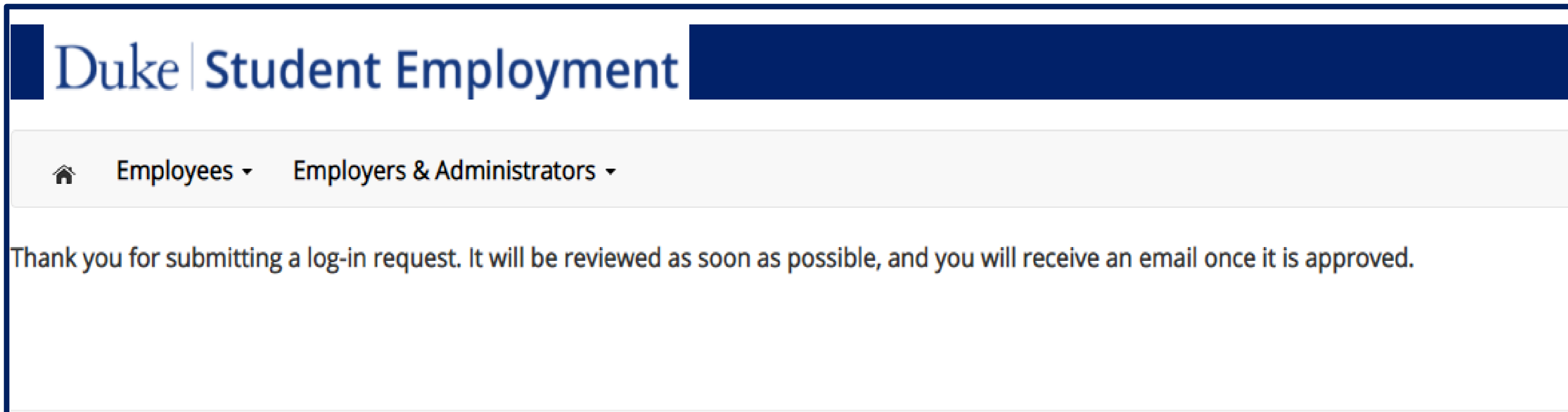
I'm not a robot

reCAPTCHA
Privacy - Terms

Submit

Employer Login Approval

Upon submission of the Request Login form, your request will be reviewed by 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.

Non-Profit Agencies

Post job opportunities for Duke students, and apply to participate in the Federal Work-Study program.

Employer Tools

JobX Login

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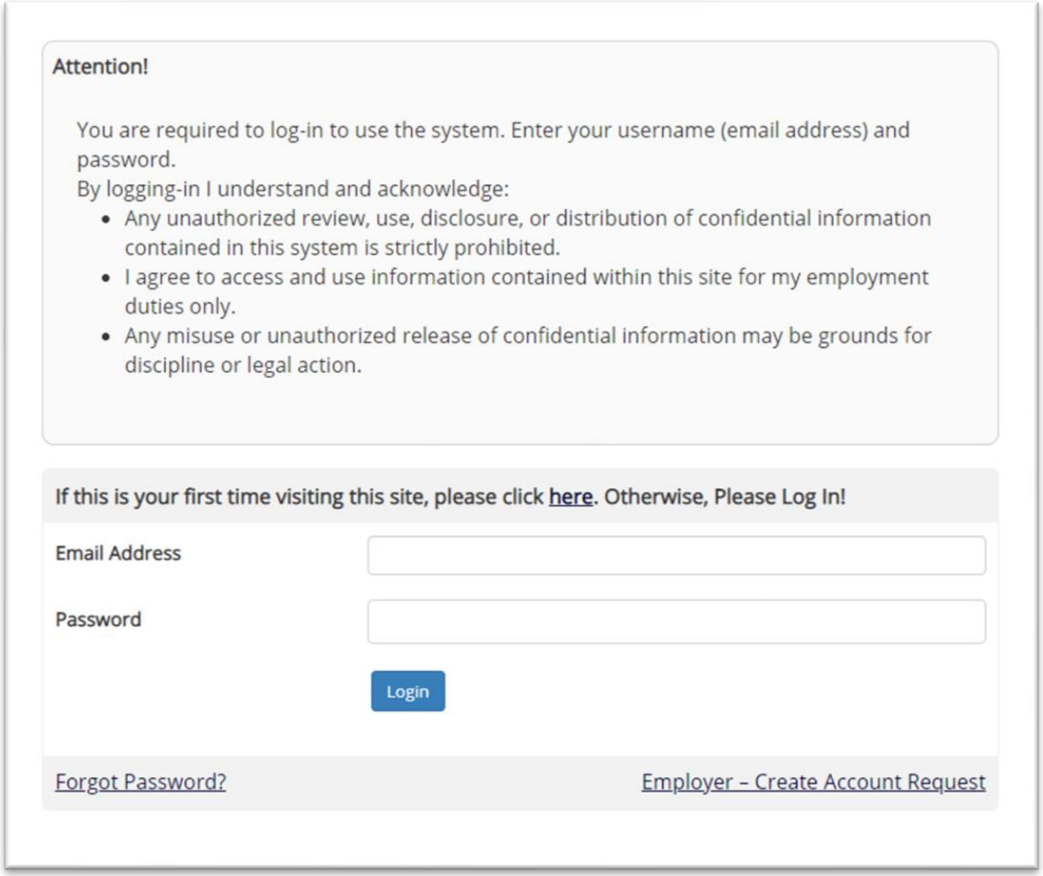
FAQs

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

Off-Campus Employer Login

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



Job Postings

Create a Job Posting

HOW DO I POST A JOB IN JOBX?

Review Student Employment Resources

Other Resources

Interested in participating in the Work Study program?
General information about how to become an Off-Campus employer.

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

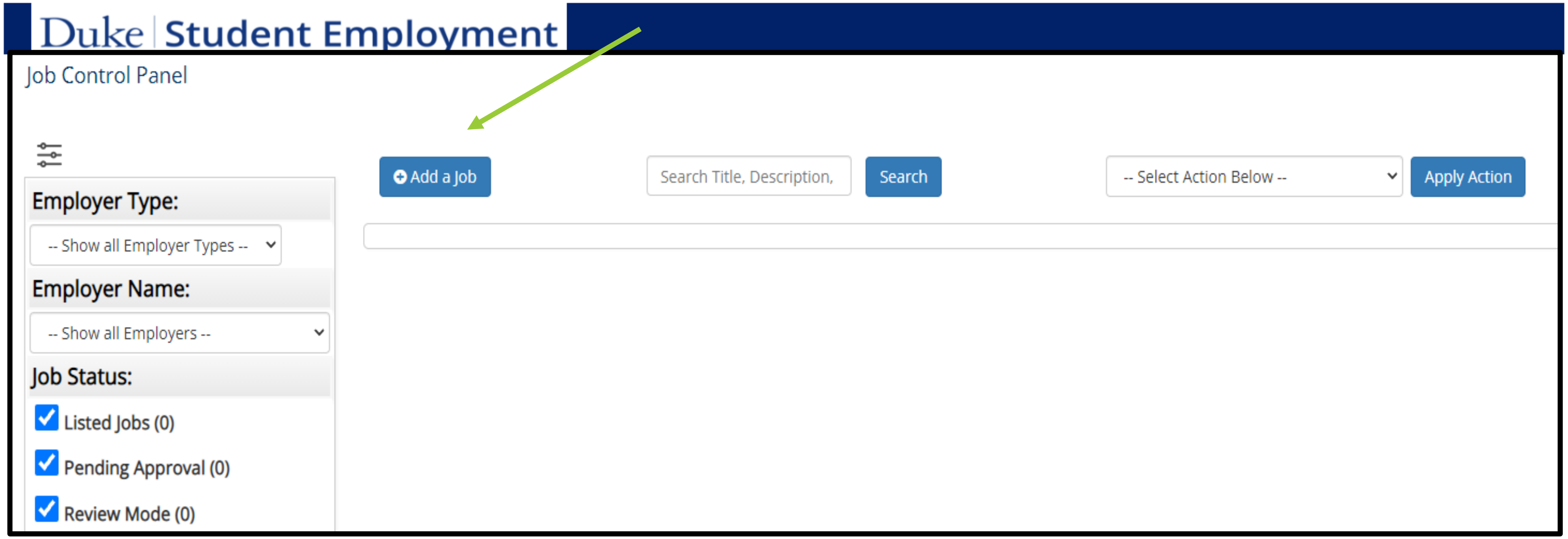
FAQs
Questions about JobX, the registration process, or our employment processes in general? Check out our FAQs to help answer your questions.

Before creating your job posting, consider important Student Employment information:

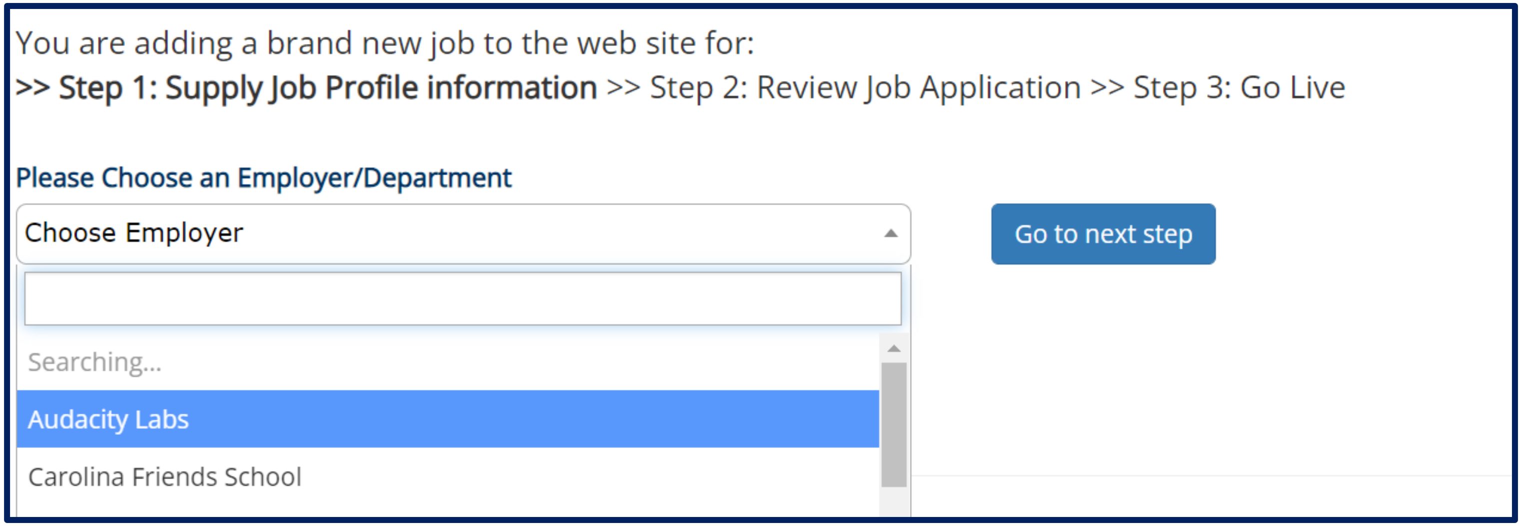
Work Study vs Non Work Study Employees, Employment dates, Hours and rates, hiring students under 18, hiring an employee with multiple jobs, etc.

Create a Job Posting – Add a Job

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



Create a Job Posting – Select Employer



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 – Complete Job Posting Template

Complete the Job Posting Template.

Fields denoted with a red* are required fields.

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

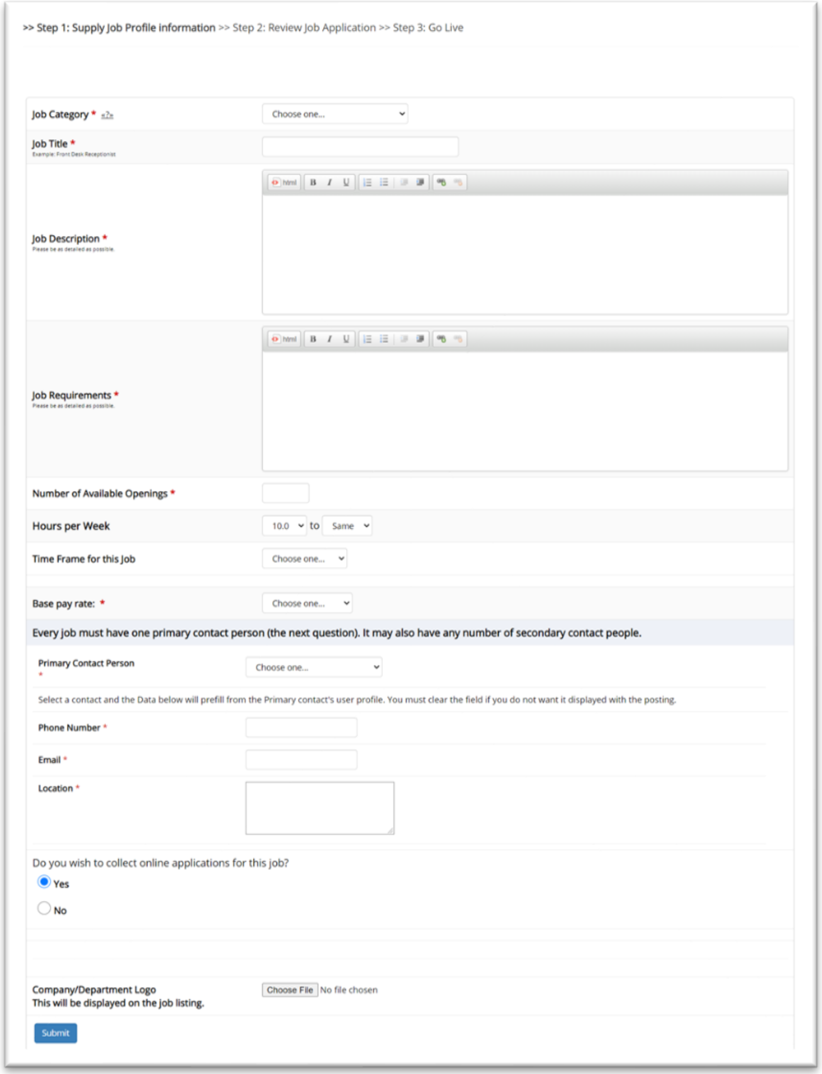
Important Note: *If your information has been loaded your contact information (e.g. Contact, Email, & Location), these fields will be pre-filled systematically.*

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

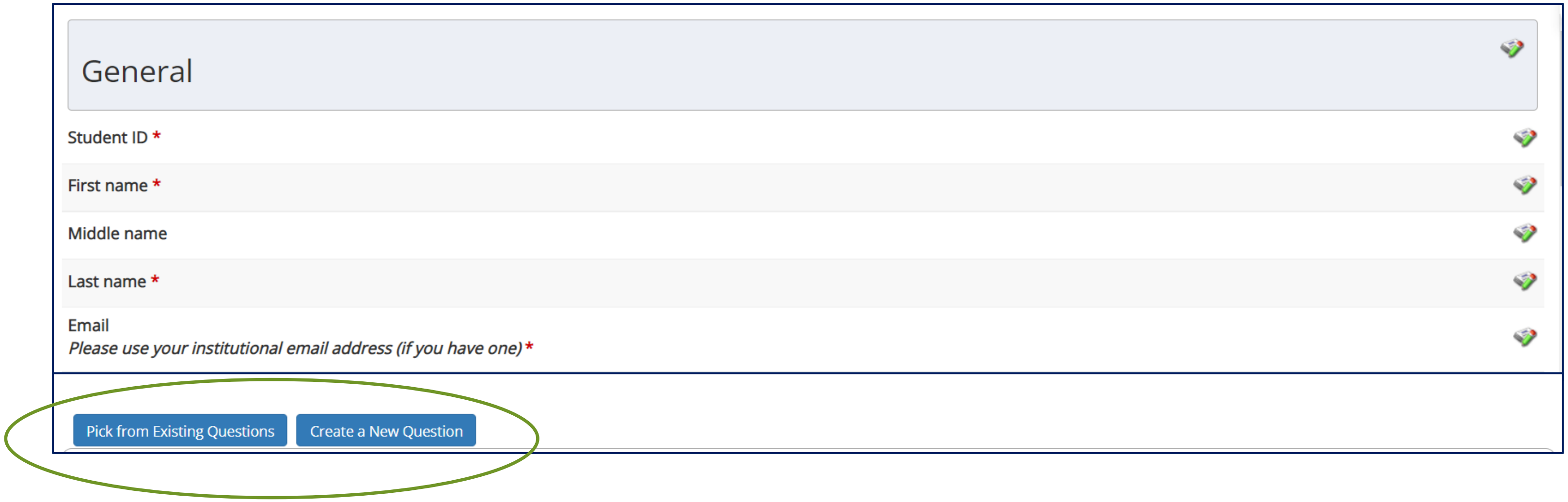
Duke approved rate range for students for FY 2022-23

The following are the approved rate ranges for hourly student employees for FY 2022/23.

EFFECTIVE 07/01/22 (FY 2022/23)	MINIMUM	MAXIMUM
Student Assistants-General	$15.00	$19.50
Student Assistants-Advanced/Specialized	$16.00	$22.50



Create a Job Posting – Review Default Application



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.

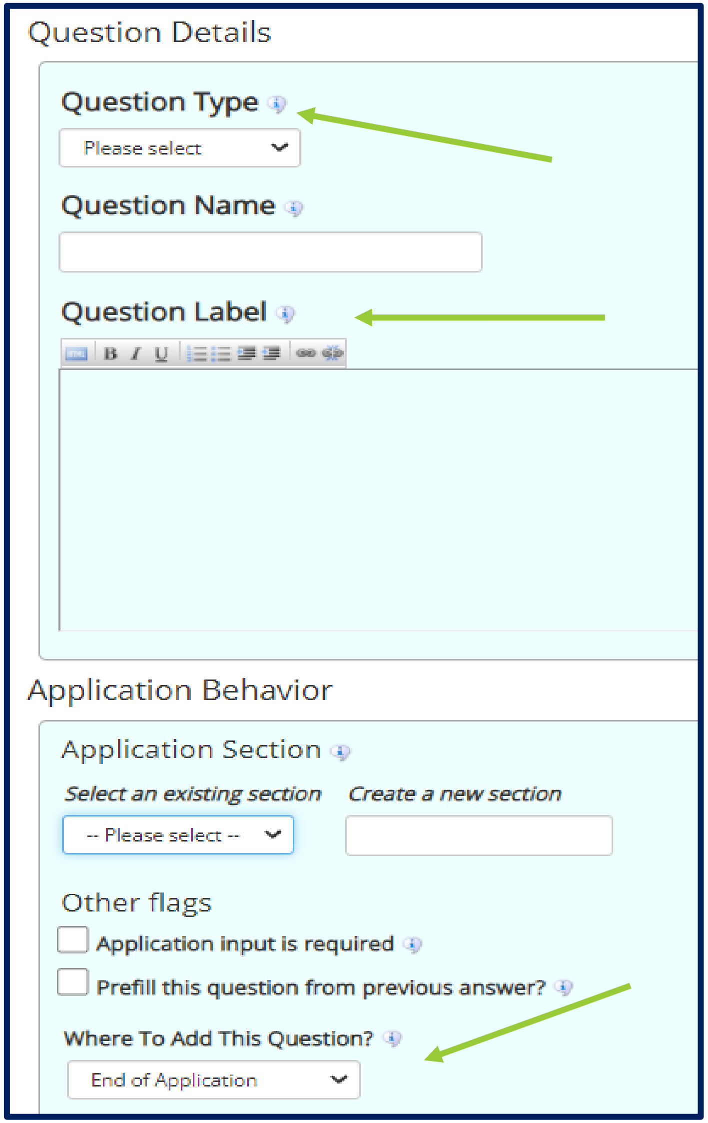
You can either add your question to the existing general section or create a custom section for your question to be placed underneath. If you'd like to add a new section for a question to be within, please enter the name of the section in the "Create a new section" at the same time you're adding the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

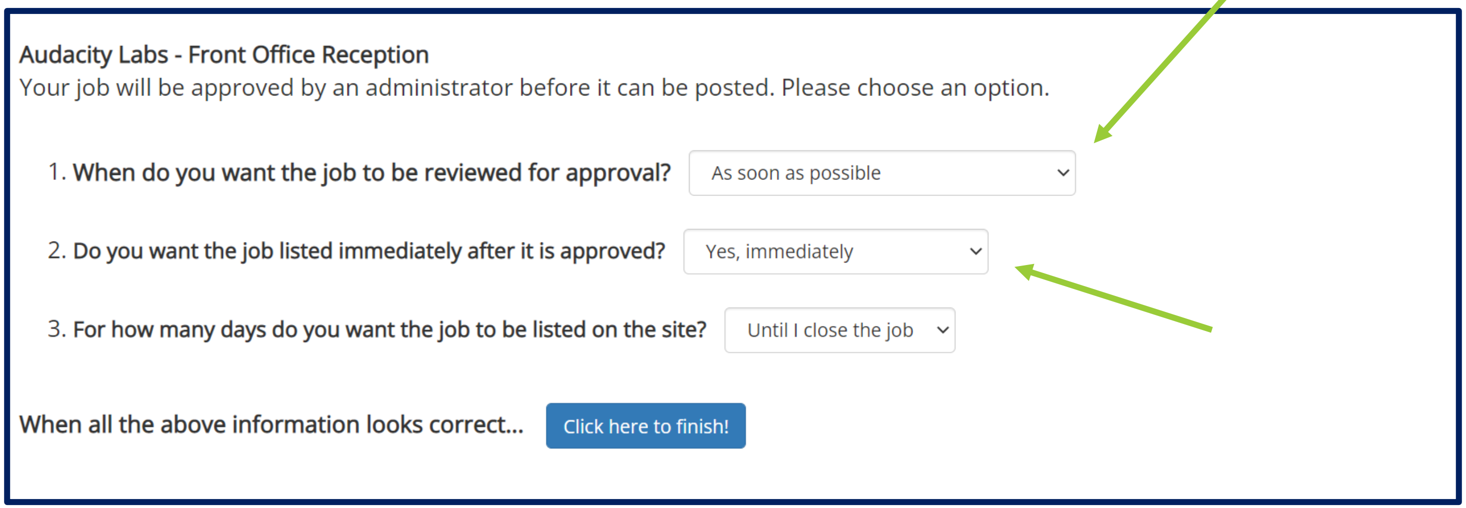
You can place any new question exactly where you want it by selecting the desired location in the "Where to Add this Question" drop down list.

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.



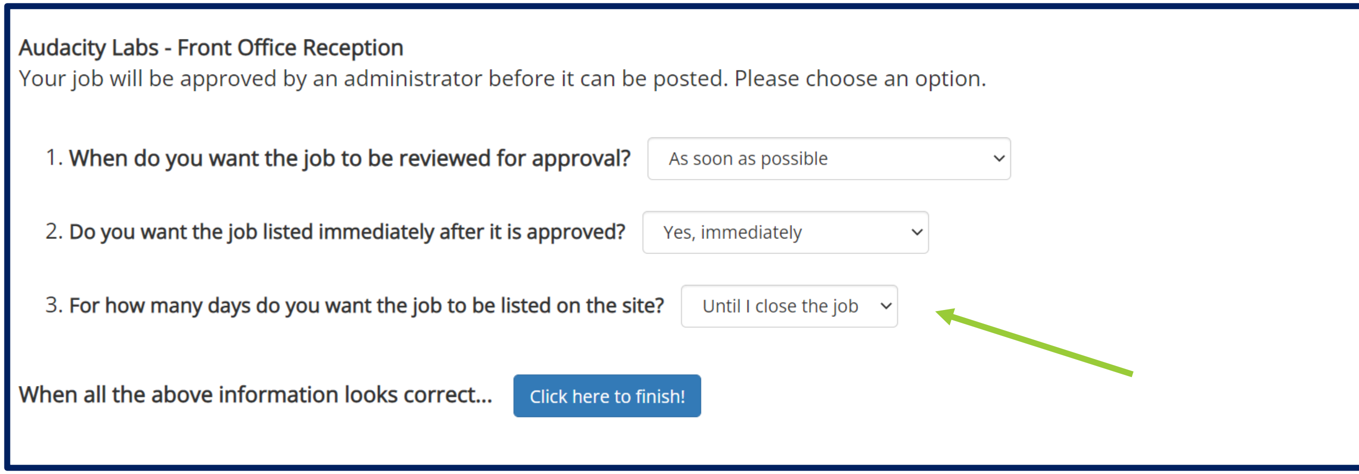
Create a Job Posting – Finalize Job Posting – Part 1



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



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

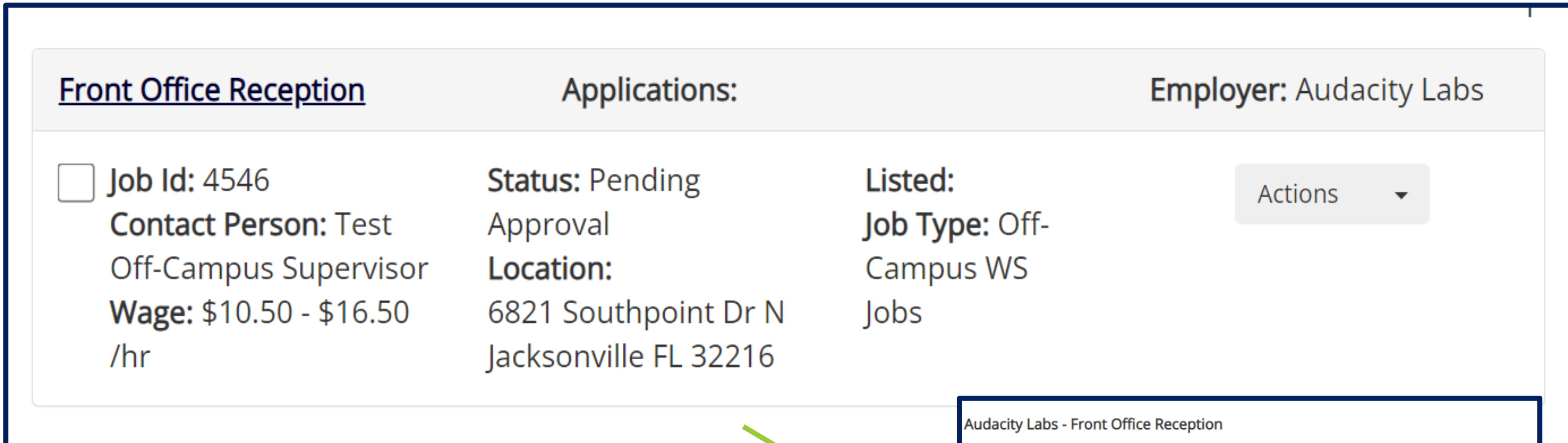
- If you want to designate a specific period of time the job should be posted, select the applicable duration from the drop-down list.

- 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



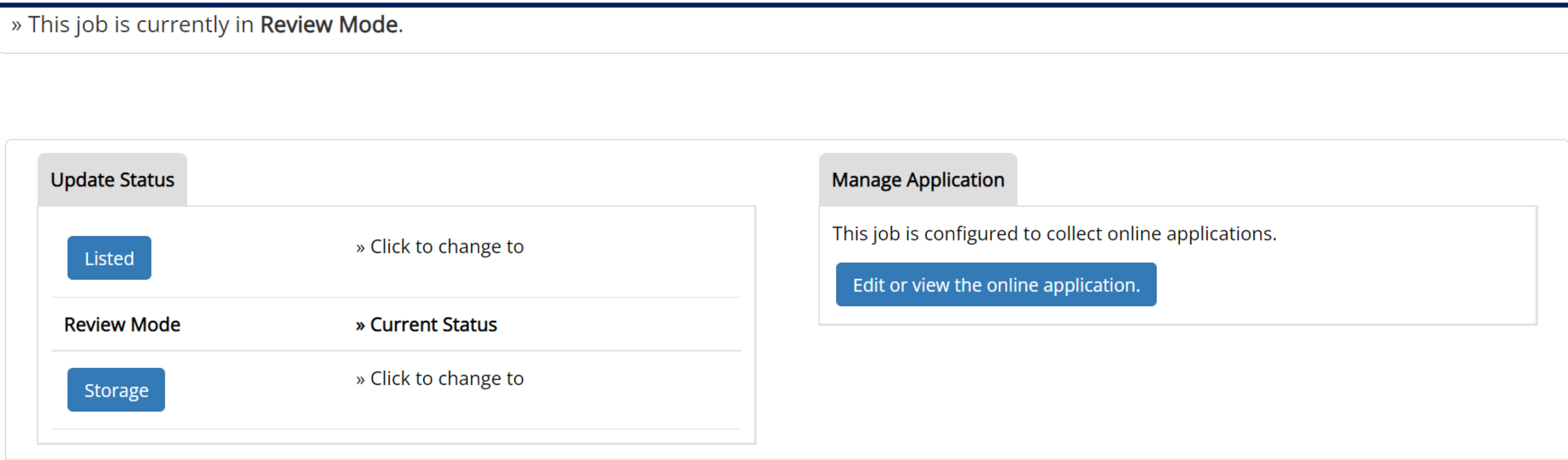
You may either print your job details or click ‘**Return to your control panel**’ to view and/or manage your jobs further.

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



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.

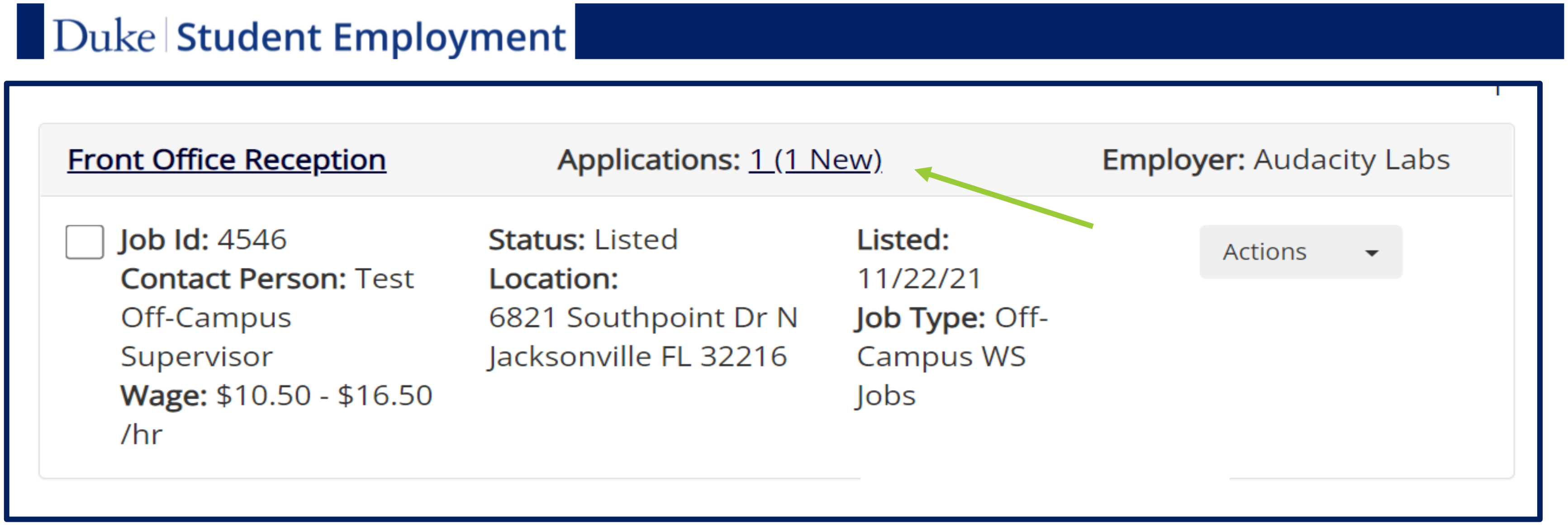
If the option to edit your application or job posting are not visible, please update the status of the posting from "Listed" to **"Review Mode".**

Review & Hire Applicant(s)

Manage Applications

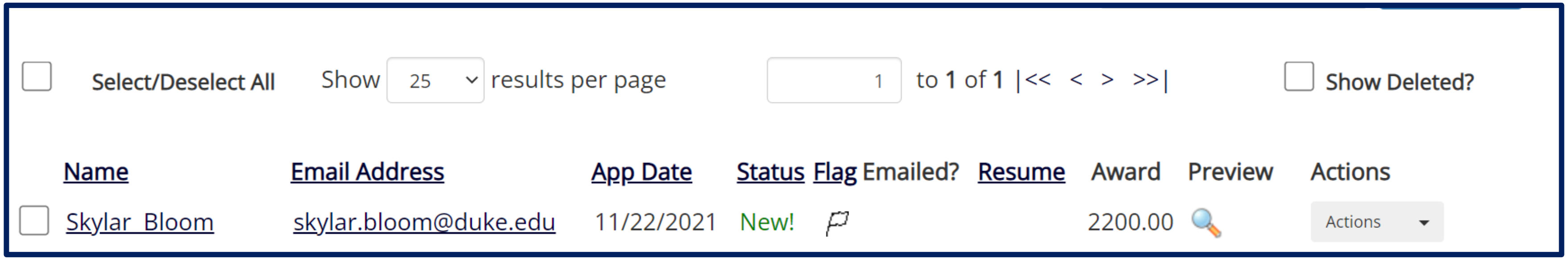
HOW DO I REVIEW APPLICATIONS FOR MY JOB POSTING?

Manage Applications



- To view applications that have been submitted, click on ‘**Applications**’ next to the job title.

Manage Applications



- Click the Applicants Name link to view the application in a full screen view.
- Click the magnifying glass next to the student's name to get a quick view format of the application.
- If the student has provided a resume, click on the "Resume" link next to their name.

Sample of Applicant Information

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

Name	Email Address	App Date	Status	Flag	Emailed?	Resume	Award	Preview	Actions
Skylar Bloom	skylar.bloom@duke.edu	11/22/2021	New!				2200.00		Actions

Hires

Job Title	Cost Center	Wage	Start Date	End Date	Supervisor	Hire Status
Front Desk Receptionist	STUDENT EMPLOYMENT	$10.50	10/25/2021	05/01/2022	Beth Wessels	Active

Awards

Award Name	Amount	Balance	Term
Federal Work Study	$2,200.00	$2,200.00	Federal Work Study - UG AY (08/09/2021 - 04/30/2022)

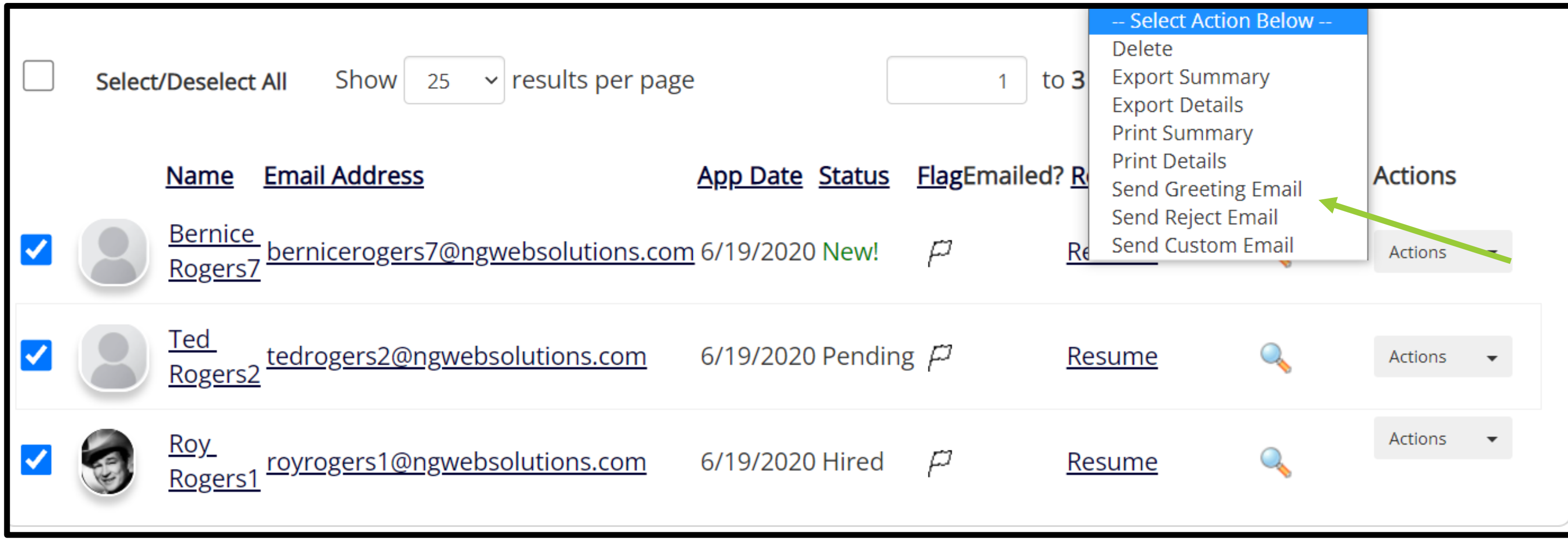
Classes

Current Class Schedule

Interview and Selection

HOW DO I CONTACT AN APPLICANT OR APPLICANTS FOR AN INTERVIEW?

Schedule an Interview- Send Greeting Email

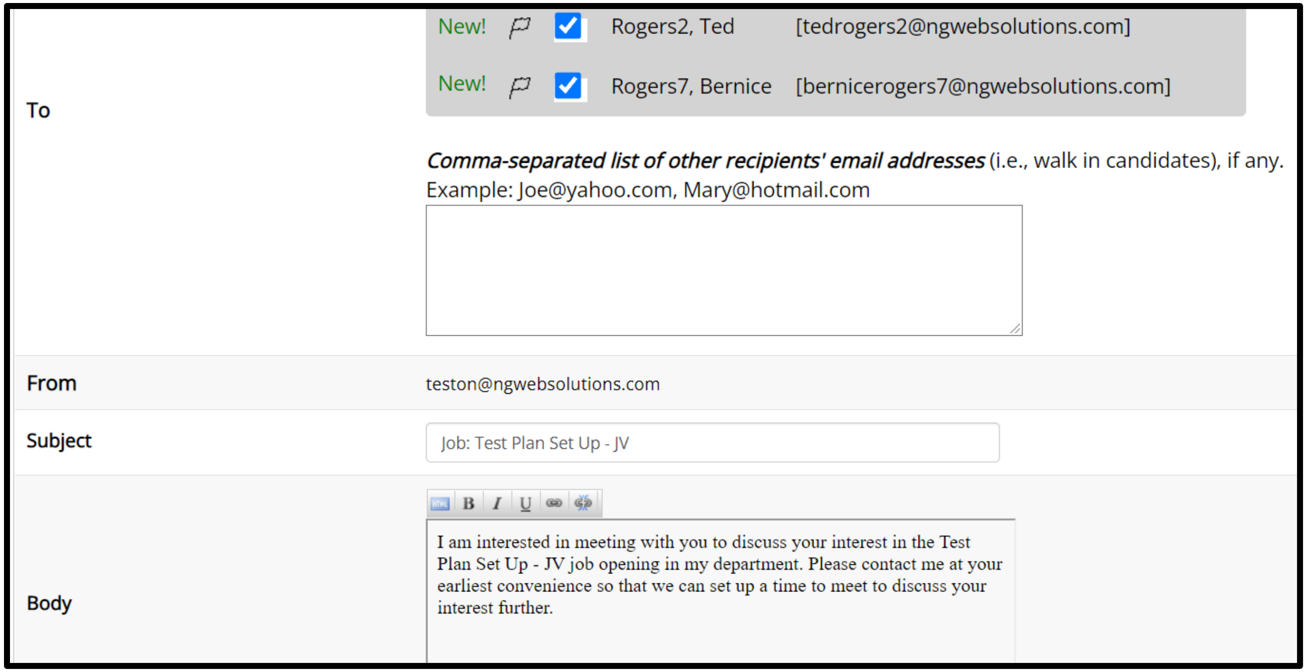


- This feature is utilized to set up interviews for one or more applicants. If you don’t wish to interview an applicant, please be sure the box next to that candidate is not checked.

- You may change the text in the body of the e-mail or add additional email recipients in the ‘To’ box, then click on the “Send” button.

Important Note: *Do NOT use this function for informing applicants you are not interested in hiring them and the job has been filled. For that purpose, you can utilize the integrated ‘Send Rejection Email(s)’ function reviewed in a future slide.*

Schedule an Interview- Composing Email

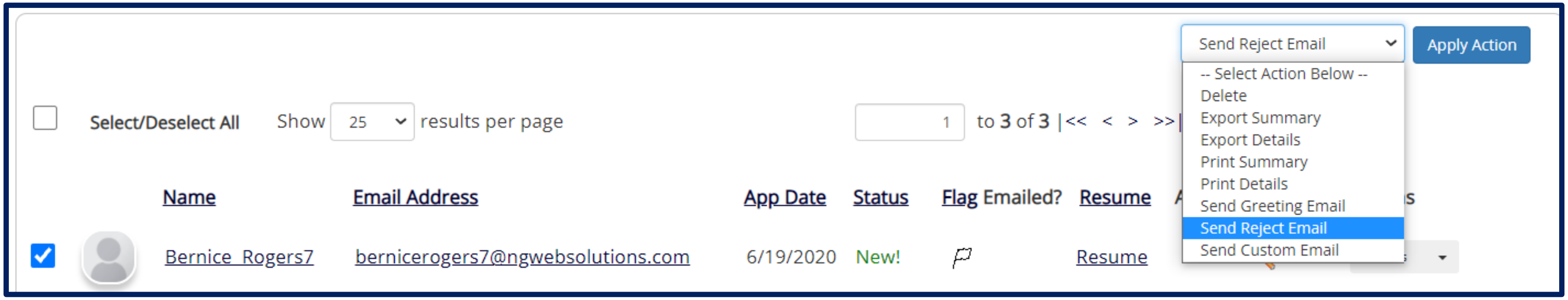


- This feature is utilized to reach out to one or more students.
- If you select more than one student to interview, individual e-mails will be sent to each student selected. If you don't wish to interview an applicant, please be sure the box next to that candidate is not checked.
- You may change the text in the body of the e-mail or add other email recipients in the 'To' box, then click on the "Send" button.

Decline Applicants

HOW DO I DECLINE AN APPLICANT OR APPLICANTS WHO WILL NOT BE HIRED FOR THE JOB?

Notify applicant(s) they were NOT Selected



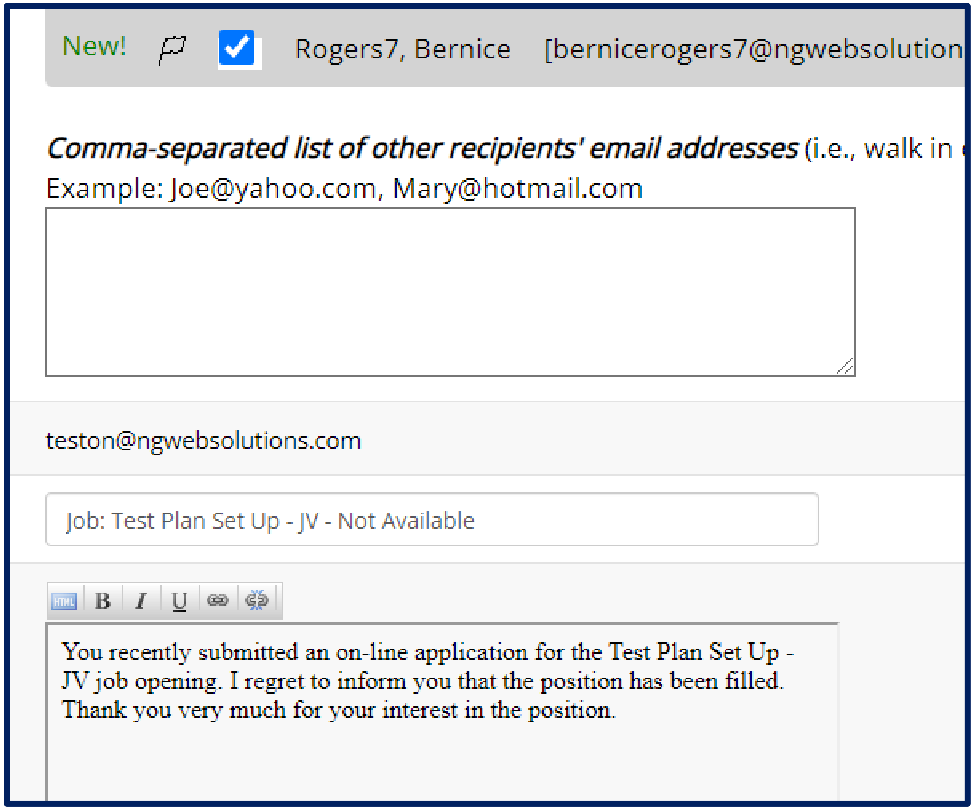
- Click the box next to one or more applicants you would like to send a rejection email.
- Next, select the '**Send Reject Email**' action. Finally click, '**Apply Action**'.

Notify applicant(s) they were NOT Selected- Composing Email

- This feature is utilized to inform one or more students they did not get this job.

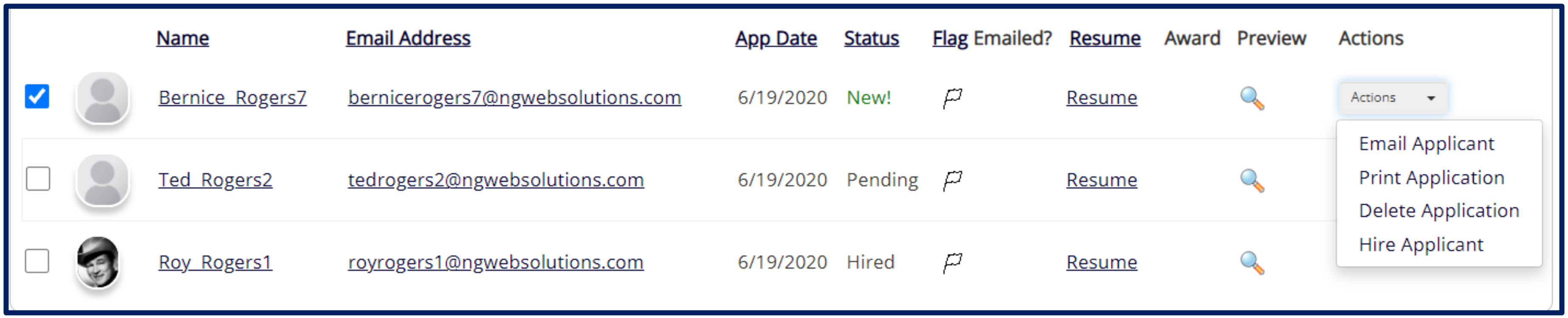
- If you select more than one student to reject, individual e-mails will be sent to each student selected. If you don't wish to reject an applicant, please be sure the box next to that candidate is not checked.

- You may change the text in the body of the e-mail or add other email recipients in the 'To' box, then click on the "Send" button.



Hire an Applicant

Hire an Applicant – Select Applicant



- To hire an applicant, click on the '**Applications**' link or select '**Hire Applicant**' from the action drop down menu. The '**Hire Applicant**' from the action drop down menu can also be used to hire or rehire an applicant that did not submit an application online.

Hire an Applicant – With or Without an Online Application

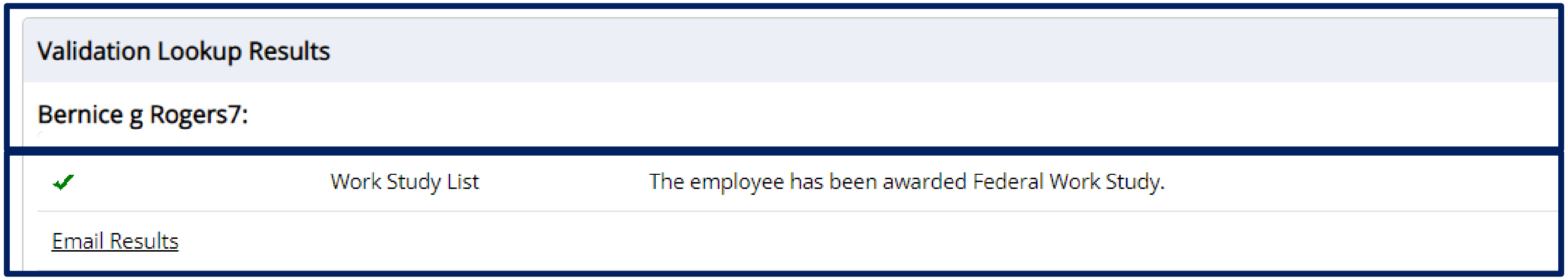
- The applicant's name will be automatically selected for you if you are hiring from an application. Otherwise, to hire an applicant who did not apply you will need to enter their information manually.

- Next, click '**Go to Step 2**'.

Hire an Applicant – Verification of Net ID

- The applicants Net ID provided by the applicant in their job application will be defaulted into the ID field.
- Next, **click** ‘**Check Employee ID**’ to launch the hire validation service for this employee.

Hire an Applicant– Compliance Validation for Work Study



- The system will validate the employee's Work Study award status to ensure they are eligible to be hired. Remember a student must have officially **ACCEPTED** their Work Study award in DukeHub to be recognized as a Work Study recipient in JobX.

- If the employee does NOT pass the Work Study check, the system will present a red X next to the field. If the employee DOES pass, a green check mark will appear in the field.

- If the supervisor wishes to email the employee regarding the Work Study eligibility results in an effort to get the status resolved, they can click the 'Email results' link to open an email to the student.

- The supervisor will need to click the 'Continue' button to save their hire request or Cancel if the employee cannot be hired at that point in time.

Hire an Applicant – Final Submission

- Data from the original job listing will be pre-filled in the Hire Approval Form to reduce your data entry efforts.
- You may edit the information prior to establishing the hire.
- Click on the "**Submit Request**" button.

Employer	Audacity Labs
Employee First Name *	Skylar
Employee Middle Name	J
Employee Last Name *	Bloom
Employee ID number *	sjb99
Email Address of Employee Hired *	skylar.bloom@duke.edu
Wage which will be paid to Employee *	10.50
Hours per week *	10.0
Estimated Employment Start Date (mm/dd/yyyy) *	11-29-2021
Estimated Employment End Date (mm/dd/yyyy) *	06-01-2022
Supervisor *	Choose one...
Is this a hire or a re-hire?	(•) Hire ( ) Re-Hire
Additional Notes	
Pay Person	

Submit Request

nextgen WEB SOLUTIONS JobX Powered by NextGen

Approved for Hire

Next Step: Approved for Hire

Your hire will automatically be approved once you click the Email Hire Approval button! A confirmation message will be displayed stating the hire has been sent to the hire archive.

Now that your hire has been approved, please remember to carefully review each electronic timesheet for accuracy. Your electronic approval indicates you have verified the hours worked.

Did you hire a Work Study student?

- If your student employee is part of the Work Study program, remind the student that they may not exceed their Work-Study award. The Agency will then be responsible for paying the student any amount over their award.
- Ensure that students stop working immediately in the event they have met their Work Study Award and are not eligible for any hours over that limit

Example Hire Email & Reimbursement Form

"Congratulations on successfully hiring your workstudy student through the JobX system. You will need to follow your usual process to put this student onto your payroll. Please remember that work study students are required to be paid at least monthly (if your payroll period is more frequent that is acceptable). Duke Student Employment will provide reimbursement to you for the student's payroll earnings based on the type of work study the student has (Federal Work Study provides you with 90% reimbursement whereas Duke Work Study provides you with 50%). Duke Student Employment will send you the reimbursement form for you to complete"

Duke UNIVERSITY

OFF-CAMPUS WORK STUDY REIMBURSEMENT FORM

OFFICE OF STUDENT LOANS & PERSONAL FINANCE
2127 Campus Drive, Box 90755
Durham, NC 27708

Email: studentemployment@duke.edu

INSTRUCTIONS:
Report hours actually worked by calendar day and total amount paid to student. All fields in blue are required. Please email this spreadsheet to studentemployment@duke.edu once completed.

EMPLOYER INFORMATION

Full Name of Organization

Reimbursement Form – blank form

Duke UNIVERSITY

OFF-CAMPUS WORK STUDY REIMBURSEMENT FORM

OFFICE OF STUDENT LOANS & PERSONAL FINANCE
2127 Campus Drive, Box 90755
Durham, NC 27708

Email: studentemployment@duke.edu

INSTRUCTIONS:
Report hours actually worked by calendar day and total amount paid to student. All fields in blue are required. Please email this spreadsheet to studentemployment@duke.edu once completed.

Pay Period Beginning Date (mm/dd/yyyy)	Pay Period Ending Date (mm/dd/yyyy)

Reimbursement must be requested within 30 days following the end of the pay period. Requests received later than 30 days will not be processed.

EMPLOYER INFORMATION

Full Name of Organization		
Reimbursement Address		
(City)	(State)	(ZIP)
Durham	NC	27701

Payroll Contact Person for Organization
Phone
Email Address
Federal ID Number (Tax Number)

STUDENT INFORMATION

Student Name (Last)	(First)	Duke Unique ID	Work Study Type	Reimb. Rate	Remaining Balance	Amount to be Reimb.

RECORD OF ACTUAL HOURS WORKED BY CALENDAR DAY

Month **September**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	

Month

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	

Total Hours	Hourly Pay Rate	Gross Earnings	Deductions (Report as **Negative** Numbers)			Net Pay	Check Number	Fringe Benefits**	Total Net Pay
			FICA	Tax	Other				
0		$0.00				$0.00			$0.00

**Work study can not be used to pay Fringe Benefits. That field is for informational purposes only.

Reimbursement Form – completed form

Duke UNIVERSITY

OFF-CAMPUS WORK STUDY REIMBURSEMENT FORM
OFFICE OF STUDENT LOANS & PERSONAL FINANCE
2127 Campus Drive, Box 90755
Durham, NC 27708
Fax: (919) 684-6132
Email: StudentEmployment@duke.edu

INSTRUCTIONS:
Report hours actually worked by calendar day and total amount paid to student. All fields in blue are required. Please email this spreadsheet to StudentEmployment@duke.edu once completed.

Pay Period Beginning Date (mm/dd/yyyy)	Pay Period Ending Date (mm/dd/yyyy)
3/28/2022	4/10/2022

Deadline for Reimbursement *
5/10/2022

*Reimbursement must be requested within 30 days following the end of the pay period. Requests received later than 30

EMPLOYER INFORMATION

Full Name of Organization		
Charidy's Charity		
Reimbursement Address		
12345 Charity Lane		
(City)	(State)	(ZIP)
Durham	NC	27708

Payroll Contact Person for Organization
Charidy Morris
Phone
(919) 555-5555
Email Address
CMorris@CharidysCharity.org
Federal ID Number (Tax Number)
123456789

STUDENT INFORMATION

Student Name (Last)	(First)	Duke Unique ID	Work Study Type	Reimb. Rate	Remaining Balance	Amount to be Reimb.
Doe	John	012345	Federal Work Study	90%	$2,000.00	$270.00

RECORD OF ACTUAL HOURS WORKED BY CALENDAR DAY

Month	March														
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
											5	3.5	2	1.5	

Month	April														
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
			5	4		4									
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	

Total Hours	Hourly Pay Rate	Gross Earnings	Deductions (Report as Negative Numbers) FICA	Tax	Other	Net Pay	Check Number	Fringe Benefits**	Total Net Pay
25	$12.00	$300.00		-$18.50		$281.50	12345	$0.00	$281.50

**Work study can not be used to pay Fringe Benefits. That field is for informational purposes only.

SUPPORTING DOCUMENTATION
This reimbursement form can not be processed until The Office of Student Loans & Personal Finance receives corresponding time sheets and paycheck stubs for the student(s) listed above. For security reasons, please do NOT include the student(s) full Social Security Numbers on any of the supporting documents.

Please use an X to mark the method in which you will send the documents.

Email Attachment	Fax	Mail
X		

Comments and questions can be written below.

Please write N/A if there are no comments or questions
John will not be working at our organization next month due to schedule conflicts.

CERTIFICATIONS

SUPERVISOR - I hereby certify that this completed Off-Campus Work Study Reimbursement Form is a true and correct statement of the time worked by the work study student employee(s) listed above, and they have been paid the amount of net earnings shown.	
Supervisor Name	Title
Charidy Morris	Manager
Initials (This will serve as your electronic signature)	Date
C.M.	4/25/2022

DUKE OFFICE USE ONLY

Date Received	
Reimbursement	
Total Gross Earnings	$300.00
Total Net Pay	$281.50
Total Reimb. Amount	$270.00

Some fields will be pre-filled by the Student Employment Office & cannot be changed by the Agency.

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