

Steps to Re-post Past Job Descriptions & Positions

Step 1: Find the Job you are looking to re-post from the “Active, Not Listed” or “Inactive” status-

Student Assistant	Applications: 0 (0 New)	Employer: UNDERGRAD FINANCIAL AID OFFICE (DDFK) Biweekly	
<input type="checkbox"/> Job Id: 4920 Contact Person: Anna Sheufelt Wage: \$15.00 /hr	Status: Inactive Location: 2127 Campus Drive Box 90755 Durham NC 27708 U.S.A.	Listed: 04/13/23 Job Type: On-Campus Job (work study required)	Actions ▾

Step 2: Click on the job title or choose “Edit Job” from the actions drop down menu-

Applications: 0 (0 New)	Employer: UNDERGRAD FINANCIAL AID OFFICE (DDFK) Biweekly	
Status: Inactive Location: 2127 Campus Drive Box 90755 Durham NC 27708 U.S.A.	Listed: 04/13/23 Job Type: On-Campus Job (work study required)	Actions ▾ Edit Job Manage Application

Step 3: Make any necessary edits to the job description, such as wage rates, position dates, number of openings available, details of the job duties, etc.

Hit “Submit” when finished, which should take you back to your Job Panel

Technical Skills <small>Technical Skills: The skills vary based on the position. For example, a CPA needs to have auditing skills, teachers need lesson planning skills, architects need autoCAD (computer aided design) skills, construction workers need to know how to use a variety of tools, and hair stylists must know hair coloring techniques.</small>	Customer Service ✕ Planning and Organizing ✕ Social Media Marketing ✕
Soft Skills	Communicate Effectively ✕ Creativity and Innovation ✕ Independence ✕ Initiative ✕
Number of Available Openings *	2
Hours per Week	8.0 ▾ to 10.0 ▾
Start Date <small>Please enter either an exact date in the form mm/dd/yy or a brief description (i.e., "ASAP").</small>	08/28/2023
End Date <small>Please enter either an exact date in the form mm/dd/yy or a brief description (i.e., "At completion of project").</small>	05/06/2024
Time Frame * «?»	Academic Year ▾

Step 4:

From the Job Panel/ Homepage, click on the name of the job position-

Student Assistant ←	Applications: 0 (0 New)	Employer: UNDERGRAD FINANCIAL AID OFFICE (DDFK) Biweekly
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		Actions ▾

Step 5:

The next page contains more detailed options to edit your job and manage your application.

After you have finalized the job description and ensured that no changes to the application are needed, you will need to update the status of your job in order to have the position reviewed and added to the active job postings.

If you are ready for your job to be Reviewed and made available to accept Applications, click on “Active, Listed”.

If you need more time to review, click on “Active, Not Listed”.

» This job is currently in **Inactive**.

Update Status

Active, Listed

» Click to change to

Active, Not Listed

» Click to change to

Inactive

» Current Status

View Applicants

No applications have been submitted for this job.

Step 6: For positions with a status of “Active, Listed”, you will be prompted to select:

- When the job should be listed
- If the job should be included in JobMail, the system’s internal alert and messaging center that students can use to get notified when jobs get posted in their indicated areas of interest
- The length of time the job will be open on the student employment site

Hit “Save Changes” when finished. The job posting will be sent to Student Employment for approval, and the position will be listed under the “Pending Approval” status on your Job Panel.

You will be notified when the position has been approved and is live on the site, which will also be reflected in the status change from Pending to “Active, Listed”!

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.

Please select whether JobMail should be sent for this job when it is listed:

Yes, send JobMail when this job is listed.

No, do not send JobMail when this job is listed

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

Save Changes