Duke | Student Employment

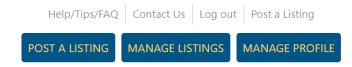


Student JobX System Tutorial

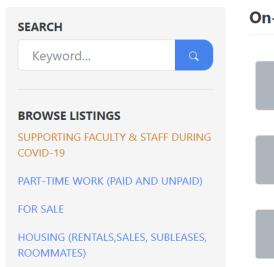


Transitioning away from DukeList...





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.









... 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 jobs are reviewed timely and are compliant.



Customize job specific questions on the application to find the "most qualified" candidates for job(s).



Systematic e-mail alerts ensure timely communications amongst everyone (employees, supervisors, site administrators).



Internal access to fund codes, student schedules, remaining award balances, and other resources to help managing positions and meet mandatory compliance requirements.



Broadcast e-mail tools for improved communications between employers and employees.





Training Overview

Access JobX

Find Job Postings

Complete Applications

Dashboard

Questions







Access JobX

Access JobX

Navigate to the Duke Student Employment homepage.

Look for the **Students** option & click on this.

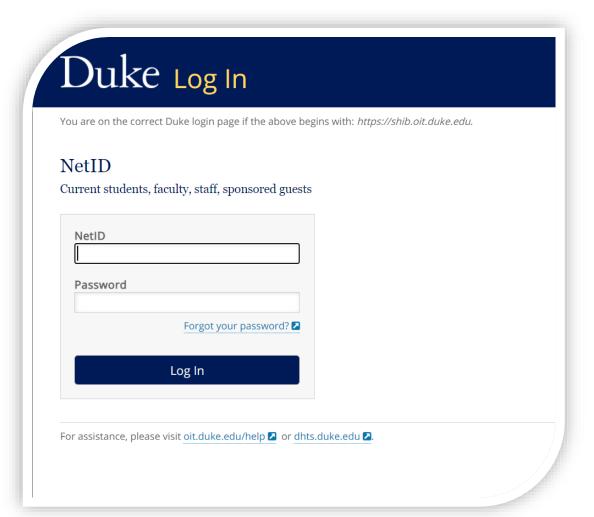


Students

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







Enter the Student portal





Student Login to JobX

Student Login

Logging into the system will bring you to this page.



Applicants & Employees

Search for a job or sign up for e-mail notifications about positions you're interested in.

Searching for Jobs

Find a Job

Search for available jobs, and submit an online job application. **PLEASE NOTE THAT FOR AY 2022/23 THE MINIMUM HOURLY RATE FOR ALL WORK STUDY POSITIONS & DUKE ON-CAMPUS POSITIONS IS \$15. OFF-CAMPUS NON-WORK STUDY POSITIONS MAY PAY AT A LOWER HOURLY RATE**

Manage JobMail

Be the first to know when jobs matching your criteria become available.

Dashboard

Click here to review your recently applied jobs, update your JobMail Subscription.

Other Resources

Student Training

Click here to review customized training on how to search and apply for jobs.

FAO

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

Work Study Information

Click here for information on work study.

Contact Us

Have questions? Click here and send us your questions, suggestions, or concerns.







Find Job Postings

Find Job Postings

HOW DO I FIND A JOB IN JOBX?





Find a Job



Applicants & Employees

Search for a job or sign up for e-mail notifications about positions you're interested in.

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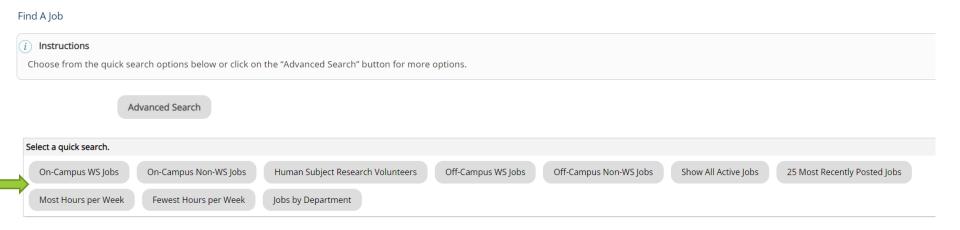
Click on Find a Job to bring up search criteria for job postings





Search Job Postings

Duke Student Employment



Choose the criteria for your job search





Search Job Postings

Find A Job



- 1. Please select one or more jobs you wish to apply for by clicking the check box next to the job(s), then click "Apply for selected jobs" button.
- 2. If a job does not accept online applications, there is no check box next to the job. Follow the instructions in the job posting to apply.
- 3. To view the details of a job click on the Job Title.

In order to view available jobs, if any disclaimers are presented below, you must first click the "I Agree" button in order for those jobs to be presented for your consideration.

[Run a New Search]

Disclaimer: On-Campus Job (work study required)



On-Campus WS Jobs

Front Desk Receptionist



Wage: \$10.50/hr

Openings: 2

Listed: 10/19/2021

Hours: 10 to 13 hours / week

Location:

1509 Ruffin Street Durham North

Carolina 27701

Category: Clerical

Job Type: On-Campus Job

A listing of open jobs will appear for the criteria you input/chose





Apply for a Job

Front Desk Receptionist



Wage: \$10.50/hr

Openings: 2

Listed: 10/19/2021

Hours: 10 to 13 hours / week

Location:

1509 Ruffin Street Durham North

Carolina 27701

Category: Clerical

Job Type: On-Campus Job

Click on the Job Title to bring up the full job details and the apply button:

Job Details

| Front Desk Receptionist | |
|----------------------------------|-------------------------------|
| Click here to apply for this job | |
| Job ID | 4542 |
| Job Type | On-Campus Job (work study |
| Employer | STUDENT EMPLOYMENT |
| Date Posted | Oct 19, 2021 |
| Category | Clerical |
| Job Description | Greet visitors and answer the |
| Job Requirements | Smile and talk |
| Required Skills | |
| Learning Outcomes | Commitment |
| Available Openings | 2 |
| Hours | 10.0 to 13.0 hours per week |
| Hourly Rate | \$10.50/hour |
| Time Frame | Academic Year |
| | |





Complete a Job Application

WHAT STEPS DO I TAKE TO COMPLETE AN **APPLICATION?**





Apply for a Job – Complete Job Application

The Job Application may vary depending on the job selected based on the posting the employer has provided

Fields denoted with a red * are required fields

General info will be pre-populated based on the info that is in the system (ie Name, Student ID, Email)

Complete the application!

Apply To Job

(i) Instructions

Please complete the application below, then click the "Submit" button to apply for this job. A red asterisk will appear next to fields that are required but have not been entered.

Review this application carefully before you submit it. You will not have an opportunity to revise your answers once they are submitted.

By submitting the application below, you will be applying for the following jobs:

Front Desk Receptionist - STUDENT EMPLOYMENT

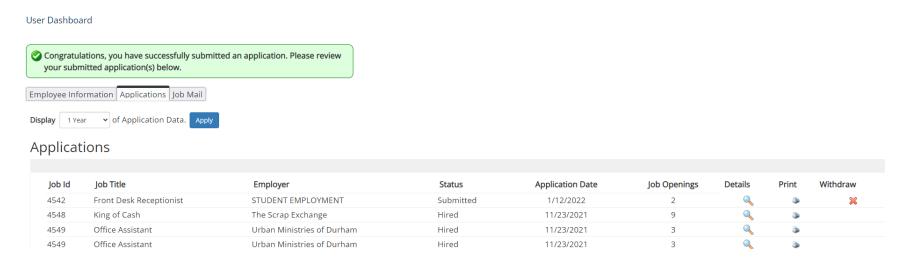




Apply for a Job – Application Submission



Once you've completed the application, click the Submit button. You should then see that your application has been successfully submitted. You will have a dashboard view of the status of all other applications you've submitted.







Next Steps after Application Submission

Once you've submitted your application, the employer will contact you if you are selected for an interview. JobX is setup to allow employers to send emails directly from the portal. Employers can send emails to make initial contact, setup interviews, &/or inform that a position has been filled.

You are also able to check your application status via your Dashboard.





Dashboard





Dashboard



Applicants & Employees

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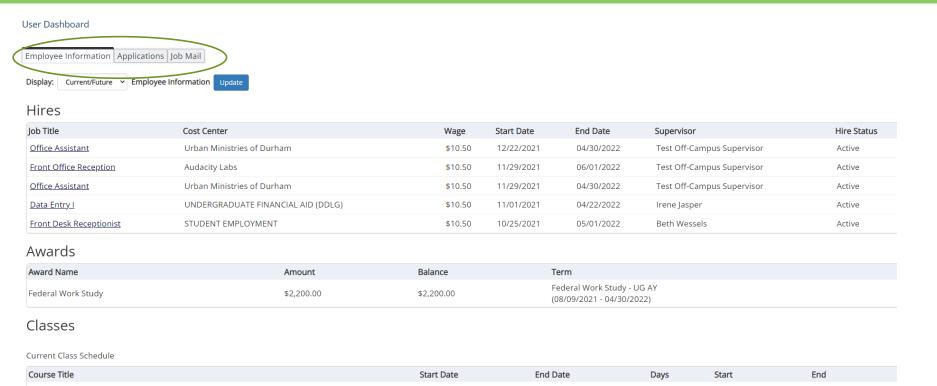
Contact Us

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Dashboard Information – Employee Information



Your Dashboard has 3 information tabs (Employee Information, Applications, and Job Mail).

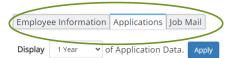
Employee Information provides info such as your hires, your awards, and your class schedule. Applications





Dashboard Information - Applications

User Dashboard



Applications

| Job Id | Job Title | Employer | Status | Application Date | Job Openings | Details | Print | Withdraw |
|--------|-------------------------|----------------------------|-----------|-------------------------|--------------|---------|-------------|----------|
| 4542 | Front Desk Receptionist | STUDENT EMPLOYMENT | Submitted | 1/12/2022 | 2 | | > | × |
| 4548 | King of Cash | The Scrap Exchange | Hired | 11/23/2021 | 9 | Q | > | |
| 4549 | Office Assistant | Urban Ministries of Durham | Hired | 11/23/2021 | 3 | Q | ٩ | |
| 4549 | Office Assistant | Urban Ministries of Durham | Hired | 11/23/2021 | 3 | Q | ٩ | |
| 4546 | Front Office Reception | Audacity Labs | Hired | 11/22/2021 | 0 | Q | ٩ | |
| 4542 | Front Desk Receptionist | STUDENT EMPLOYMENT | Hired | 10/26/2021 | 2 | Q | > | |

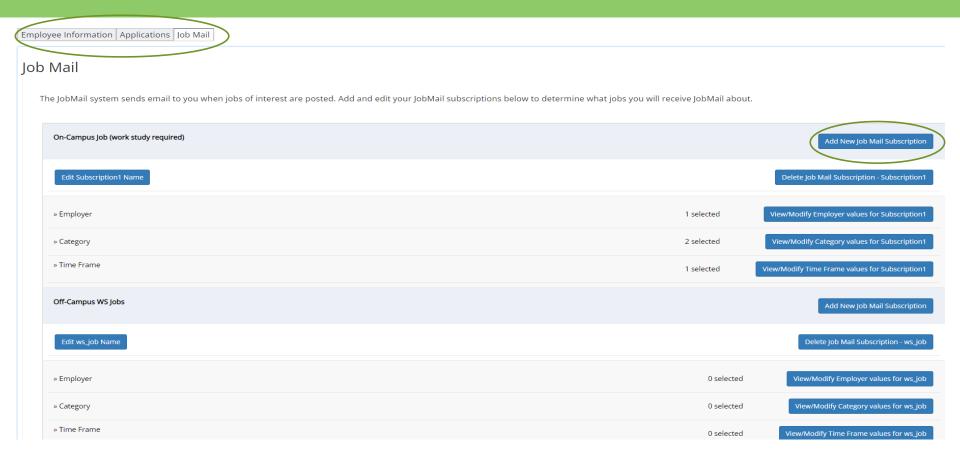
Your Dashboard has 3 information tabs (Employee Information, Applications, and Job Mail).

Applications provides info on all the applications you've submitted and/or saved.





Dashboard Information - Job Mail



Your Dashboard has 3 information tabs (Employee Information, Applications, and Job Mail).

Job Mail allows you to setup a profile to receive emails any time a posting that fits your parameters is received.





Questions?

For questions related to Duke Student Employment, please contact the Office of Student Loans and Personal Finance at:

studentemployment@duke.edu

or: 919-660-3630







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