

Duke | Student Employment



Student JobX System Tutorial

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.)

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.

Duke Log In

You are on the correct Duke login page if the above begins with: <https://shib.oit.duke.edu>.

NetID

Current students, faculty, staff, sponsored guests

NetID

Password

[Forgot your password?](#)

Log In

For assistance, please visit oit.duke.edu/help or dhts.duke.edu.

Student Login to JobX

Enter the Student portal

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.

[FAQ](#)

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

Find A Job



Instructions

Choose from the quick search options below or click on the "Advanced Search" button for more options.

Advanced Search

Select a quick search.

On-Campus WS Jobs

On-Campus Non-WS Jobs

Human Subject Research Volunteers

Off-Campus WS Jobs

Off-Campus Non-WS Jobs

Show All Active Jobs

25 Most Recently Posted Jobs

Most Hours per Week

Fewest Hours per Week

Jobs by Department

Choose the criteria for your job search

Search Job Postings

Find A Job

Instructions

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)

I agree

On-Campus WS Jobs

Front Desk Receptionist

Duke

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

Duke

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 I
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

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

Document Upload

Resume

Choose File No file chosen

Submit

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.










User Dashboard

✓ Congratulations, you have successfully submitted an application. Please review your submitted application(s) below.

Employee Information Applications Job Mail

Display 1 Year of Application Data. Apply

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			
4549	Office Assistant	Urban Ministries of Durham	Hired	11/23/2021	3			
4549	Office Assistant	Urban Ministries of Durham	Hired	11/23/2021	3			

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

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

Searching for Jobs

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Dashboard Information – Employee Information

User Dashboard

Employee Information Applications Job Mail

Display: Employee Information

Hires

Job Title	Cost Center	Wage	Start Date	End Date	Supervisor	Hire Status
Office Assistant	Urban Ministries of Durham	\$10.50	12/22/2021	04/30/2022	Test Off-Campus Supervisor	Active
Front Office Reception	Audacity Labs	\$10.50	11/29/2021	06/01/2022	Test Off-Campus Supervisor	Active
Office Assistant	Urban Ministries of Durham	\$10.50	11/29/2021	04/30/2022	Test Off-Campus Supervisor	Active
Data Entry I	UNDERGRADUATE FINANCIAL AID (DDLG)	\$10.50	11/01/2021	04/22/2022	Irene Jasper	Active
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

Course Title	Start Date	End Date	Days	Start	End
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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

Employee Information Applications Job Mail

Display 1 Year of Application Data. Apply

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			
4549	Office Assistant	Urban Ministries of Durham	Hired	11/23/2021	3			
4549	Office Assistant	Urban Ministries of Durham	Hired	11/23/2021	3			
4546	Front Office Reception	Audacity Labs	Hired	11/22/2021	0			
4542	Front Desk Receptionist	STUDENT EMPLOYMENT	Hired	10/26/2021	2			

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

Employee Information Applications **Job Mail**

Job Mail

The JobMail system sends email to you when jobs of interest are posted. Add and edit your JobMail subscriptions below to determine what jobs you will receive JobMail about.

On-Campus Job (work study required)		Add New Job Mail Subscription
Edit Subscription1 Name		Delete Job Mail Subscription - Subscription1
» Employer	1 selected	View/Modify Employer values for Subscription1
» Category	2 selected	View/Modify Category values for Subscription1
» Time Frame	1 selected	View/Modify Time Frame values for Subscription1
Off-Campus WS Jobs		Add New Job Mail Subscription
Edit ws_job Name		Delete Job Mail Subscription - ws_job
» Employer	0 selected	View/Modify Employer values for ws_job
» Category	0 selected	View/Modify Category values for ws_job
» Time Frame	0 selected	View/Modify Time Frame values for ws_job

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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