Jobx Quick Guide

Requesting Access to the Jobx System

1. To request access to Jobx to post jobs and hire students for your department, visit und.edu/Jobx.

2. Click On-Campus Employers.

3. Click on Request a Login.
4. Select On Campus from the drop down menu. Click Go to Next step.

5. Fill out the access request form. Click Submit.

6. You will receive an email once your access is approved. Log into the system using your NDUS username and password.
Posting Jobs in Jobx

All jobs must be listed through the Jobx system, including both Federal Work Study and Non-Federal Work Study (Institutional) jobs.

1. Log into Jobx at und.edu/jobx. You can also find the link and additional information at und.edu/student-employment. The main page upon login is called the Job Control Panel. You can return to this page at any time by clicking Jobx in the menu bar.

2. Click on Add a New Job to begin creating a new job for your department.

3. Select the type of job you want to create. Click Go to next step. (Jobs that begin with summer may only be used May 16-August 15.)

4. Complete the Job Profile.
   a. Job Category- Select from the dropdown menu
   b. Job Title- Be descriptive with the name of the job. It is also helpful to add the job type such as Work Study or Non-Work Study to the job title.
   c. Job Description- Give the applicants a full description of the job and daily tasks.
   d. Job Requirements- Be specific. If the job requires lifting, standing, etc., make sure it is listed in the job requirements.
   e. Number of Available Openings
f. Hours per Week- Must be 20 hours or less per week during the academic year.

g. Time Frame- The job type (which was selected on the previous screen) must match the time frame. Federal Work Study and Non-Federal Work Study (Institutional) job types must have an academic year time frame.

h. Base pay rate

i. Contact- You can delete your phone, fax and address if you do not wish to have them listed on the job. Please leave your email address in the contact information.

j. Secondary Contact- If you wish to add a secondary contact, they must have access to Jobx. The secondary contact will receive the same emails as the primary contact including an email when a student applies and when the job is ready to delist from the site.

k. Background Check- Yes or No

l. Click Submit.

5. Review the job application and add any relevant questions you want to include. Click Save Application.

Here is a preview of approximately how the application for this job appears to applicants:

![Job Application Preview]

6. Complete the Go Live information

   a. When do you want the job to be reviewed for approval?
      i. As soon as possible- Your job will be reviewed and posted by Student Employment within 24-48 business hours.
      ii. Later- I need to review it myself- The job will be sent to storage mode. It will NOT be listed.

   b. Do you want the job listed immediately after it is approved?
      i. Yes, immediately- Your job will be reviewed and posted by Student Employment within 24-48 business hours.
      ii. No, put it in storage for me- the job will be placed into storage.
c. For how many days do you want the job to be listed on the site?
   i. The minimum length of time a job can be posted is 3 days.
   ii. The maximum length of time a job can be posted is 6 weeks, 3 days. This timeframe can be extended as the job delist date draws closer.

   ![Image](image_url)

   You are adding a brand new job to the website.

   >>> Step 1: Supply Job Profile >> Step 2: Review Job Application >> Step 3: Go Live

   **STUDENT FINANCE - Test**

   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? [As soon as possible]
   2. Do you want the job listed immediately after it is approved? [Yes, immediately]
   3. For how many days do you want the job to be listed on the site? [1 week]

   When all the above information looks correct... [Click here to finish!]

   ![Image](image_url)

   d. Click here to finish!
      i. Your job will be reviewed and posted by Student Employment within 24-48 business hours.

   **STUDENT FINANCE - Test**

   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]
Sample Job Description:

Below is a view of approximately how this job appears to applicants:

**Rock Wall Attendant - FWS**

**Job ID**: 82880

**Job Type**: Work-Study Job

**Employer**: WELLNESS CENTER - HEALTH & WELLNESS PROMOTIONS

**Job Category**: Miscellaneous/Other

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**General Statement of Duties:**

Rock Wall Attendants are responsible for assisting participants with rock wall equipment, belaying climbers, and creating a safe and fun environment. The Rock Wall Attendant will accomplish this by providing information, training, and supervision. You are on duty to stress safety and encourage patrons.

**Main Responsibilities:**

- Attend and actively participate in all Rock Wall and Team Wellness meetings/training.
- Assist and maintain a safe climbing environment.
- Keep the Rock Wall area clean.
- Check in guests through facility management software.
- Serve as lead in first aid procedures in the Rock Wall area.
- Maintain the rock wall and climbing equipment for safety of participants and employees.
- Inspect all equipment before use.
- Complete forms, checklists, and reports pertaining to the Rock Wall.
- Help oversee safety techniques and wall usage during open climbing for both employees and participants.
- Correctly tie and check knots for safety and usage.
- Follow and enforce all Safety, Participant, and Employee policies of Team Health & Wellness.
- Develop lesson plans and lead clinics for climbers on climbing techniques and related topics.
- Assist in development and promotion of rock wall events and competitions.
- Perform other duties as assigned.

**Learning Outcomes**

As a result of working in this position, the staff member will gain the following skills:

- Critical Thinking and Problem Solving
- Interpersonal Development
- Professionalism

**Minimum Qualifications:**

- Basic knowledge of climbing techniques.
- Ability to teach effectively in one-on-one or group situations.
- Strong communication skills and a personable attitude.
- Ability to push and pull 50 pounds of weight.
- Ability to handle stressful situations effectively.
- Certification in CPR/First Aid/AED, or ability to obtain within 2 weeks of hire. (Training provided by the Wellness Center at no cost for employees)

**Job Requirements**

**Preferred Qualifications:**

- Knowledge of advanced rock climbing techniques and safe practices.
- Experience with outdoor sport, lead, or traditional climbing.
- Ability to create and administer lesson plans for clinics and classes.

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The University of North Dakota Wellness Center is an equal opportunity employer. The Wellness Center provides all current employees the opportunity to apply for vacant staff positions first and preference will be given to these employees.

**Available Openings**: 0

**Hours**: 5.0 to 20.0 hours per week

**Hourly Rate**: $7.25 hour

**Time Frame**: Academic Year 2019-20

**Start Date**: Friday, August 16, 2019

**End Date**: Friday, May 15, 2020

**Primary Contact**: Chase Wils

**Primary Contact’s Email**: chase.wils@ndsu.edu

**Phone Number**

**Fax Number**

**Work Location**

**Background Check Required**: Yes
Re-Listing a Job in Jobx.

To list a job that is existing in your review or storage mode.

1. Click on the job you wish to list in the Job Control Panel.

2. Edit the job and update any relevant information. Make sure the job description and requirements are up to date. Double check the pay rate and time frame. Submit the changes.
3. After all necessary edits and updates are made, list the job by clicking on Listed in the Update Status menu.

   a. Choose Right Now under the first dropdown menu to list the job as soon as it is approved by Student Employment
   b. Change the selection on JobMail to Yes, Send JobMail when this job is listed. This option notifies students that have signed up to receive email notifications when jobs that meet their parameters are posted.
   c. Choose the length of time the job should be listed.
      i. The minimum length of time a job can be posted is 3 days.
      ii. The maximum length of time a job can be posted is 6 weeks, 3 days. This timeframe can be extended as the job delist date draws closer.
   d. Save Changes.
      i. Your job will be reviewed and posted by Student Employment within 24-48 business hours.
Hiring a Student Employee in Jobx

All student hires must be submitted through Jobx to ensure each student is eligible to work on campus. This is in addition to the hire you submit in HRMS.

1. After you have interviewed and offered the job to the student employee, log into Jobx and click on the job you are hiring the student into.
2. Click on Hire a Student in the Hire Student menu.

3. Select the student(s) you are hiring on the next screen. Click go to step 2.

4. The student’s ID will autofill in to the Enter ID box. Click Check Student ID. This will run a check with the Jobx validation lists to ensure the student is eligible to work in the job. Check the Validation Lookup Results to ensure the student is enrolled at UND and FWS eligible if the job is a FWS job. Click Continue.
5. Complete the Hire Info. The student’s name, ID and email address will autofill. Check wage, hours and dates for accuracy. Add notes to the hire as necessary. If there is important information you would like Student Employment to see, please contact us at und.studentemployment@und.edu rather than relying on the notes section in Jobx.

6. Click Submit Request. You will receive an email within 24-48 business hours approving or rejecting the hire. If your hire is rejected, DO NOT proceed with the hiring process. Contact Student Employment for more information.
7. Once you have completed the hiring process for the student(s) you want to employ, please send out a message saying the job has been filled. From the Job Control Panel, click on the number of applications received for the job.

8. Place a check mark in the box next to the student(s) that you want to send a communication to. Click on Reject Applicants.
9. Add any information you would like to include in the body of the email. It is recommended that you copy yourself on the email to have a record of what was sent. The email will not be retained in the Jobx system for you to review later. The reject message will appear to have come directly from your email. If a student replies to the reject message, it will be delivered to your email inbox.

10. You can also use the system to send a greeting email to request more information or an interview. Follow the same process of selecting the applicants you want to communicate with and then click Send Greeting or Email Applicants.
11. This screen also has the ability to hire students if you prefer it over the Hire a Student button in the job description. Use the Actions box on the student you would like to hire and click Hire Applicant. Follow the same procedure outlined above to hire your student employee.

12. Once you have submitted a hire for your student employee(s) in Jobx and have received an approval email from Student Employment, you can proceed with the HRMS hire including the I-9 Request Form. More information on I-9’s and Criminal History Background Checks can be found on HR’s website. (Human Resources>Manager’s Toolbox>Hiring Tools)
Rehiring a Student Employee in Jobx

All student employees returning to work in your department must be rehired each year in Jobx each academic year to ensure the student is still eligible to work on campus.

1. Click into the job you are rehiring the student into.

2. Check to make sure the job is in review mode. You can change the status of the job by clicking on review mode in the Update Status menu.
3. Edit the job to update any relevant information. Be sure the timeframe is correct. Double check the job type to make sure you are in the correct one. (FWS or Non-FWS) **Important:** The number of Available Openings must be one more student employee than you are rehiring. (Example—If you are rehiring three student employees, the number of available openings needs to be four.) Submit the changes.

   - This field cannot say summer when you are hiring for the academic year

4. Click on Hire a Student in the Hire Student menu.

5. Enter the student employee’s names on the right side of the screen. Click Go to step 2.
6. Enter the student employee’s student IDs and click Check Student IDs. This will run a check with the Jobx validation lists to ensure the student is eligible to work in the job.

Hire Student(s) Step 2: Fill Out Hire Info
For Job: Office Assistant

<table>
<thead>
<tr>
<th>Student</th>
<th>Enter ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>[x] Reggie Star</td>
<td>1234567</td>
</tr>
<tr>
<td>[x] Regina Star</td>
<td>1234568</td>
</tr>
<tr>
<td>[x] Fin Aid</td>
<td>1234569</td>
</tr>
</tbody>
</table>

7. Check the Validation Lookup Results to ensure the student is enrolled at UND and FWS eligible if the job is a FWS job. Click Continue.

Validation Lookup Results

- FWS Award
  - Student First Name: [Name]
  - Student Last Name: [Name]
  - Award Amount: 3000
  - Student is on the Total Credits list.
  - Total Credits: [Number]

- FWS Award
  - Student First Name: [Name]
  - Student Last Name: [Name]
  - Award Amount: 3000
  - Student is on the Total Credits list.
  - Total Credits: [Number]

- Total Credits
  - Student First Name: [Name]
  - Student Last Name: [Name]
  - Total Credits: [Number]

All of the students you requested have been validated and are ready to be hired. Click the "Continue" button to move on to the next step.
8. Complete the Hire Info. The student’s name, ID and email address will autofill. Check the wage, hours and dates for accuracy. Add notes to the hire as necessary. If there is important information you would like Student Employment to see, please contact us at und.studentemployment@und.edu rather than relying on the notes section in Jobx. Make sure to select Rehire rather than Hire.

9. Click Submit Request. You will receive an email within 24-48 business hours approving or rejecting the hire. If your hire is rejected, DO NOT proceed with the hiring process. As you submit each hire request, the next one will pop up until you have hired all students.

Questions?

Please contact Student Employment with any questions by emailing und.studentemployment@und.edu or calling Sydney at 7-4136. More information on Student Employment can be found on our website und.edu/student-employment.