

## Creating and Submitting a Student Job Posting

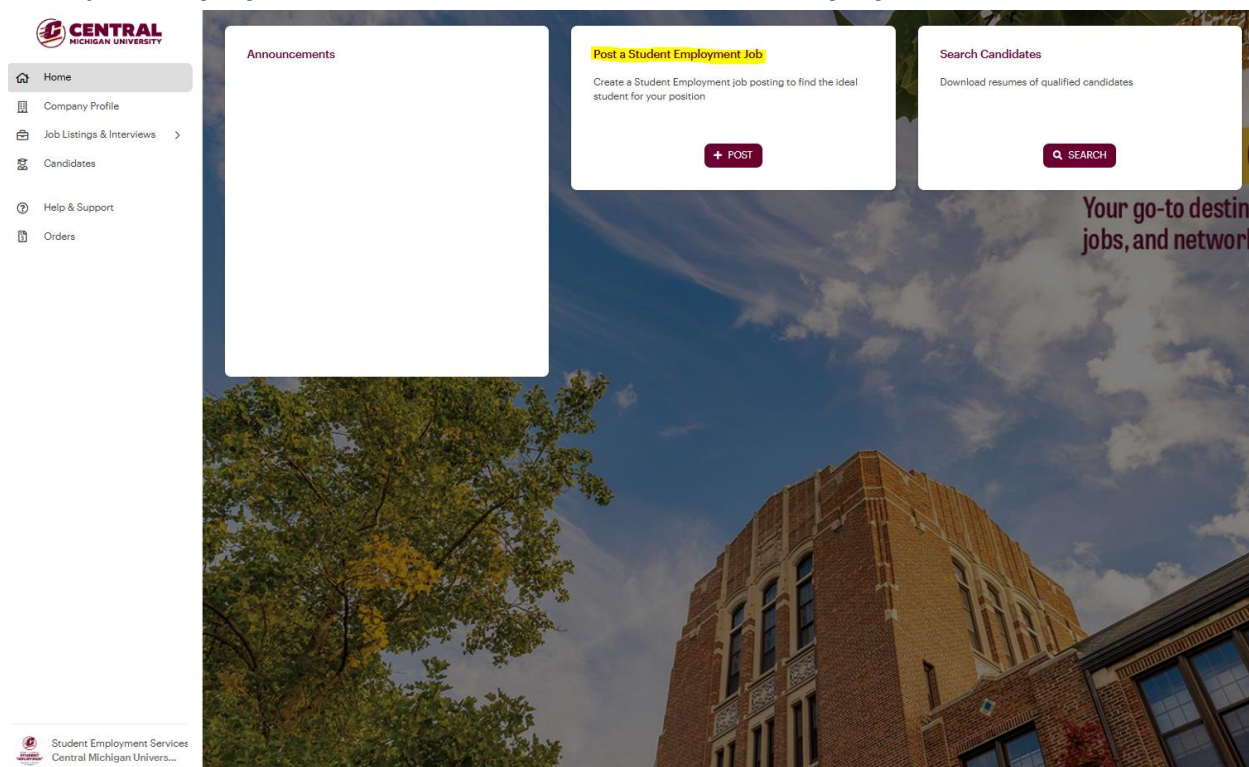
### Before you begin:

Employer account approval from **Student Employment Services** is required before posting your first job.

This approval only needs to be completed once.

### Step 1: Access the Job Posting Form

1. From your **Employer Dashboard**, select **Post a Student Employment Job**.



### Step 2: Complete Job Details Required Fields

2. Fill out all required fields:

**Employer, Job Title, Paid, Location Type, Location, Industry, and Job Function.**

- Under **Industry** and **Job Function**, select **Student Employment** to ensure the posting routes correctly to Student Employment Services.

### Step 3: Select the Job Funding Type

Under **Type of Job**, select how the position is funded: **GSA** and/or **Work-Study**.

**Type of Job**

GSA - Student Employment, WORK-STUDY - Student Employment

Paid or Unpaid\*

Salary Range

Location Type\*

Location\*

Industry\*

Job Function\*

Search

☐ Select all

☒ GSA - Student Employment

☒ WORK-STUDY - Student Employment

☐ Full-Time Job

☐ Part-Time Job

☐ Internship (Summer)

☐ Internship (During School)

Student Employment Services  
Updated November 2025

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### Step 4: Choose Correct Routing

- Under **Industry** and **Job Function**, select **Student Employment** to ensure the posting routes correctly to Student Employment Services.

Industry\*

Student Employment

Job Function\*

Student Employment

### Step 5: Set Application Method

- In the **Application Method(s)** section, select **Apply via This Site only**.

#### Application Method(s)\* ?

Which application method(s) would you like to require? At least one application method must be selected as "Yes".

Apply via This Site\*

☒ Yes ☐ No

Apply via External Link ?

☐ Yes ☐ No

Apply via Email ?

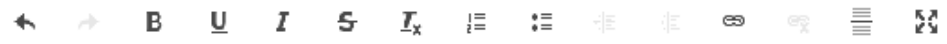
☐ Yes ☐ No

### Step 6: Write the Job Description

- Include a clear and concise **Job Description**, including:
  - Hours per week
  - Pay rate (must meet university wage scale)
  - Skills desired and job duties

#### Job Description

Job Description\*



Duties Include:

Skills Desired:

Schedule:



|


## Creating and Submitting a Student Job Posting

### Step 7: Attach Additional Materials (Optional)

7. If you have a job flyer, specific pre-screening questions or other materials, upload them under **Attachments**.

#### Attachments

 SES Pre Screen Employment Questions.docx (13 KB) 

 Drop files to attach, or browse


### Step 8: Set Application Document Requirements

8. Use **Application Document Requirements** to request or require specific documents from students.
  - If your position requires a special certification or document, select **Document Type: Other** and enter a descriptive **Document Display Name** (for example, *Driver's License, CPR Certification, or Class Schedule*).
  - You may make the document **required** or leave it as **optional**.

#### Application Document Requirements

Request or require students to submit below documents when applying to this job:

Document Type	Document Display Name	Is Required?	
Resume	Resume	<input checked="" type="checkbox"/>	✕
Cover Letter	Cover Letter	<input type="checkbox"/>	✕
Other	Certificate	<input type="checkbox"/>	✕


 Add Document Type

### Step 9: Set Job Posting Dates

9. Under **Job Dates**, select:
  - The date you want the application to go live to students.
  - The date you would like the post removed.

*There is no time limit for a job posting. Once the end date passes, the posting will automatically close.*

#### Job Dates

Time Zone*	Eastern Time (US & Canada) (UTC-05:00) 	
Application Begins On*	11/03/2025	12:00am
Application Deadline*	12/20/2025	11:59pm

## Creating and Submitting a Student Job Posting

### Step 10: Decide How to Review Applications

10. Choose how you plan to review applications:

#### Option 1: Review Applications as They Are Submitted

- View and consider applicants on a rolling basis.
- You may close the posting early once a candidate is selected.

#### Option 2: Review All Applications After the Deadline

- Wait until the application period ends to review all applicants together.

How do you plan on reviewing your applicants?\*

- ☒ I will review applicants as they come in, and may close the job posting early
- ☐ I will wait until the end of the application period to review all of the applicants

### Step 11: Enter Anticipated Start Date

11. Add an anticipated start date if applicable.

Anticipated Job Start Date

01/12/2026

### Step 12: Job Posting Contact

12. The **Job Posting Contact** should list the department or hiring manager.

#### Primary Job Contact

Use My Information

Job Posting Contact Name\*

Student Employment Services

☒ Make Visible to Students

Job Posting Contact Title\*

Student Employment Services

☒ Make Visible to Students

Job Posting Contact Email\*

SES@cmich.edu

☒ Make Visible to Students

Job Posting Contact Phone\*

989-774-3881

☐ Make Visible to Students

Job Posting Contact Address\*

Bovee University Center 121  
Preston Street, Mount Pleasant - MI, United States (USA), 48858

## Creating and Submitting a Student Job Posting

### Step 13: Eligibility

13. Under **Eligibility**:

- **Student Group** must be set to **Current**.
- **Degree Level, College/School, and Major/Academic Program** should only be used when the position has specific academic requirements (for example, a research assistant role open exclusively to graduate students).

#### Eligibility

The criteria below determines who can view and apply.

Student Group*	Current ▼
Degree Level	-- Select a Value -- ▼
College/School	-- Select a Value -- ▼
Major/Academic Program	<a href="#">+ Add Major/Academic Program</a>

### Step 14: Submit for Approval

14. Review your posting for accuracy and click **Submit for Approval**.

Student Employment Services will review and approve your posting before it becomes visible to students, typically within **24 business hours**.

[Cancel](#) [Save Draft](#) [Submit](#)

### Important Notes

- You will **only ever select “Post a Student Employment Job.”**
- If you see the option to **“Post a Job,”** that belongs to the **Career Development** side. CMU departments should **not** use “Post a Job.”