

To log on to the Employer Section of the SJS go to:

access the SJS directly at:

<http://tembo.uoregon.edu/jobs/dept-login.asp>

or:

navigate from the Career Center web page at:

<http://uocareer.uoregon.edu>:

1. Select the 'Employers' tab
2. Select 'Hire Students and Alumni'
3. Select 'Post On-Campus/Work-Study Positions'
4. Select 'Student Jobs System'

### **Log-in to the SJS:**

1. Select your department from the drop-down menu.
2. Click the **Submit** button.
3. Enter your password and submit. The first time you log-in to the SJS your password will be your UO Federal Work-Study Contract number. You may request later to change your password later if you wish.
4. Review the information presented in the Department Information Editing section and make changes if necessary. Your agency should have one contact person who serves as the 'gate keeper'. The gate keeper may share the agency's password with anyone in the agency who will need to access the database to enter/edit jobs, but UO would like to have one person who we may contact.
5. Click on [Continue to Departmental Management Page](#).
6. Review the messages below the SJS News & Announcements box. Updates regarding the SJS and other jobs/payroll information will be displayed as it becomes available.

At the Departmental Management Page you can:

1. Enter a new job's information
2. Edit an existing job's information
3. Open and Close a job posting
4. Archive a job

Jobs in the SJS are categorized into three separate status blocks:

Taking Applications are jobs which have open positions for which you wish to recruit.

Not Taking Applications are jobs which do not have open positions, but you will recruit for and fill during the fiscal year.

Archived are jobs that are currently unfilled and not being rehired in the current fiscal year.

Above the three job sections are three job codes:

**A** – Approved. The job meets the necessary qualifications to be a Federal Work-Study Job and is available for searches by students.

**P** – Pending. Follow-up is needed before final approval can be given.

**D** – Denied. An issue with the job prevents it from being approved and the agency will be contacted. (This should occur very rarely).

When a new job is created and submitted on the SJS, it is placed on a pending list of jobs waiting for review. The University of Oregon Career Center (CC) reviews all new jobs to verify that the descriptions meet Federal Work-Study requirements and that the jobs are not in violation of either the SEIU or CTF contracts. All jobs are initially assigned the Pending flag. After review by the UO CC, the flag is updated to indicate the job's new status.

Once the job has been approved, you can make fairly extensive changes before it needs to be approved again. However, changes to the job description will require another review to ensure that the job still complies with the Federal Work-Study regulations.

### **To Enter a New Job:**

Click the **Post a new job** button in the lower right-hand corner of the green "Taking Applications" box. The required fields are marked with an asterisk and are shaded light green. Please be as thorough in your descriptions as possible to help students understand what the job entails and for the CC reviewer to have enough information to make a decision about approving the job for Federal Work-Study.

**Job name** – Job name is a descriptive name of the position. Give your job a title that describes, in general, what the student will be doing. For example, Office Assistant or Receptionist is more descriptive name than Student Assistant I.

**Hours** – Hours are the typical number of hours for the job. Examples of hours are: 20 hours per week, between the hours of 8am to 5pm, Monday through Friday; 20 hours per week, 3 hours per day Monday through Friday; 3 to 4 hours per day, no less than 2 hour shifts. (Remember, students may not work over 20 hours per week between all the work-study positions both on and off campus, while classes are in session.)

**Wage category** – Chose the category that best describes the job. If the job falls into multiple wage categories, choose the category that the majority of the positions within that job are paid.

**Wage** – Wage is a detailed description. Examples are: \$7.80 per hour; \$7.80 to \$8.50 per hour, depending on experience; beginning at \$7.80.

**Supervisor's name** – Federal Work-Study regulations require the name of the supervisor to be included in the Job Description. It is also helpful for the UO to know who the supervisor is, should there are any questions. The supervisor should be someone who will have first hand knowledge of the hours actually worked by the student. You may list more than one person if there are multiple supervisors for students in this job.

**Positions available during** – Please select the boxes for the terms that you generally employ students in this job. (Please note that students must apply separately for summer Federal Work-Study awards.)

**Job Description** – Describe the duties and responsibilities of the job and list the general tasks or functions. Please include enough information so that the student employees will understand what is expected of them.

Qualifications – Specify the requirements for candidates for the position. (e.g. able to lift 50 lbs, able to type 60 wpm, etc.), Please be specific with the qualifications required for this job.

Application Instructions – Offer clear instructions for students to apply for this job. Examples are: “Bring your resume, in person to XYZ Agency”, “download an application from website ABC” or “e-mail someperson@youragency.org for application information”.

Job website – If you have a website you may list the address here. This will provide the potential student employees with more information regarding your agency.

Private department notes – You may add private notes about the position that will not be displayed to students searching for this position.

**(Return to the top of the page, right-hand side)**

Job status information – The UO needs a reasonably accurate count of the number of positions available, both filled and vacant, to meet Federal Work-Study requirements. Please mark the appropriate status of the job: “Taking applications” or “Not taking applications”, then update this information as you hire new students.

Automatic posting information. You may input all of your jobs now, even if you won’t be taking applications until a later date. By setting the start and end date, the system will automatically set the “Taking Applications” and “Not Taking Applications” flags for you.

Work-Study flags – This system is for your off-campus *Federal Work-Study* Jobs only. Some students have a *UO Work-Study* award, but that award cannot be used with an off-campus employer. If you have non-work study jobs that you wish to recruit for, please access the UO Job link system or contact Pat Ferris in the Career Center at jobs@uoregon.edu, 346-3214.

Custom search options. You may select up to 4 broad categories for this job to display within when students are searching for jobs in the SJS. Use the drop-down menu to select from the preset categories. You may also enter custom keywords that describe the job listing which will assist students in locating particular types of jobs. An example would be for a web design job you may select “Computer Support/IT” from the categories, then add “Web Design” to the custom key words.

(Return to the bottom of the page, to add job contact information)

Job contact information. If there is a different person than the main contact who the UO should contact with questions about this job, please list that person’s information in this section. This person will receive the e-mail approval notification for this job.

When you have entered all information regarding this job, select the **Submit** button. Then return to the departmental management page. The job you submitted is now in the appropriate section with a Pending flag. The job as also been assigned an SJS number, a unique number for each job in the SJS. To view the job, click on the Job Name. Read the information you submitted carefully checking for typos, etc. You may make changes by selecting your browser’s back button and click on the **Edit** button for job.

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## **To Edit a Job:**

Click on the **Edit** box displayed for the job you wish. Make any changes necessary. Then click the **Submit** button.

## **Open or Close an Existing Job:**

Click on the **Edit** box displayed for the job you wish. Navigate to the “Job status information” block and fill in the current number of open and filled positions. Select the appropriate button for “Taking Applications” or “Not Taking Applications”. Fill in the dates you wish to have the Job Posting displayed to students who are searching for jobs. Make any other changes necessary then scroll to the bottom of the page and click the **Submit** button.

## **Search for Jobs:**

All students and employers who have access to SJS can access the search function. To search for a particular job or kind of jobs select the **Search Jobs** link in the “Tools” section. Make your selections from the drop-down menus and select the Workstudy options, You may search for only jobs that are open or all jobs in the SJS. Then select the **Submit** button.

The Job Search Results page will display with the Job Name and Department that matched your search criteria. Select the Job Name to view the job information. Use your browser’s back button to return to the list. Use your browser’s back button twice more to return to your previous page.

## **For Assistance:**

If you need assistance with access, navigating or interpreting the SJS, please feel free to contact Pat Ferris at 346-3214, [jobs@uoregon.edu](mailto:jobs@uoregon.edu) or Kyna Burgett at 346-1173, [kmbacon@uoregon.edu](mailto:kmbacon@uoregon.edu)

