

### **Log on to the SJS:**

- 1) <http://tembo.uoregon.edu/jobs/dept-login.asp>  
or:
- 2) <http://uocareer.uoregon.edu>:
  - a) Select the 'Employers' tab
  - b) Select 'Hire Students and Alumni'
  - c) Select 'Post On-Campus/Work-Study Positions'
  - d) Select 'Student Jobs System'

### **Access the SJS:**

- 1) Select your department from the drop-down menu.
- 2) Enter your password.
- 3) Click on "Continue to Department Management Page"
- 4) Review the messages below the SJS News & Announcements box.

### **Enter a new job:**

- 1) Click the  button in the lower right-hand corner of the green "Taking Applications" box.
- 2) Complete all information –NOTE that there are 2 columns
- 3) Click the  button at the bottom of the page.

### **Edit a current job:**

- 1) Click on the  box next to the job.
- 2) Make all necessary changes.
- 3) Click the  button at the bottom of the page.

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

- 1) Navigate to the "Job status information: block"
- 2) Fill in the current number of open and filled positions.
- 3) Select the appropriate button for "Taking Applications" or "Not Taking Applications"
- 4) Fill in the dates for the Job Posting to be displayed. If the job is closed, DELETE the dates.
- 5) Scroll to the bottom of the page and click the  button.

### **Search for Jobs:**

- 1) Select the Search Jobs link in the "Tools" block.
- 2) Enter your selection criteria.
- 3) Click on the  button.

### **For Assistance:**

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