

WHAT CAN JOB BOARD DO FOR YOU?

- ❖ JOB BOARD is an ideal way to target prime candidates for your organization.
- ❖ Grand Valley students are mature, dedicated and dependable.
- ❖ JOB BOARD is available 24/7 and can be accessed from any computer.
- ❖ It is FREE! There is no posting fee for employers.

CRITERIA FOR POSTING JOBS

- ❖ The job must be part time, usually not more than 25 hours per week.
- ❖ Summer is an exception to the rule. We will post full-time jobs for summer only.
- ❖ The job must guarantee the student an hourly wage. No commission only jobs.
- ❖ Student Employment does not post any jobs with “out of pocket expenses” such as kit fees, test fees.

The purpose of the Student Employment Office is to assist students in finding employment that will help finance their education and develop work skills for their future career choice by partnering with on and off campus employers.

Access to JOB BOARD is limited to students that have been admitted to Grand Valley State University.

**GVSU STUDENT
EMPLOYMENT OFFICE**

Address: 105 Student Services Building
1 Campus Dr.
Allendale, MI 49401
Website: www.gvsu.edu/studentjobs/
E-mail: student@gvsu.edu
Phone: 616-331-3238

Grand Valley State University is an equal opportunity employer.

GRAND VALLEY STATE UNIVERSITY

STUDENT EMPLOYMENT



JOB BOARD GUIDE FOR OFF CAMPUS EMPLOYERS

JOB BOARD INSTRUCTIONS

To access the Job Board you will first visit the Student Employment Office's website at www.gvsu.edu/studentjobs/



1. Click on “money tree”.
2. Click [Employers Enter Here]
3. At Employer login page:
 - a. Current user – enter your Job Board user name and password. If you have forgotten your password click on “Forgot Your Password?” You will be asked to provide your User Name. A randomly chosen password will then be emailed to the e-mail address in your profile.
 - b. New user - choose “Click here to register”.
 - I. Enter organization name in “Find Your Organization”. As you type, the system will show you a list of matching organizations.
 - II. If you locate your organization, contact the Student Employment Office to clarify or update your organizations contact information.

- III. If you cannot find your organization, precede to register as a new organization.
4. Now you may add a new job or edit an existing job.

POST A JOB

1. To add a new job, go to the “My Jobs” tab, and then click “New Job”. Enter as much information possible to make the job posting complete.
 - a. Post Date – enter the date this posting will be available to applicants
 - b. Expiration Date – enter the date this posting will stop being available to students.
 - c. Show Contact Information – click “YES” to allow applicants to view your contact information.
 - d. Allow Students Self-Referral – click “YES” to allow students to submit an inquiry for more information about the position. You will receive an email notifying you there is an inquiry waiting for you on JOB BOARD.
2. In “Application Instructions”, enter the manner in which a potential employee may apply for this position.
3. There are four sections to be completed, “Position Information”, “Contact Information”, “Posting Information” and “Control Information”.

4. Once you add or edit a job, the information will be reviewed by Student Employment Office before being activated on Job Board.

REPORT A HIRE

- ❖ As an off campus employer, you must contact the Student Employment Office to report a hire.
- ❖ Knowing the students ID number (“G” Number) will aid in this process.

CLOSE A JOB

1. Click “My Jobs” > “Job List”
2. Click on the Job ID for appropriate job.
3. Click “Close Job” found at the top of the side bar under “Page Functions”.

Note: Once a job posting passes the expiration date, it will no longer be viewable to students on the JOB BOARD.