Posting your FWS or IE Student Employee Position on PageUP

* On your Dashboard select the *New job* button in the New job box.

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* Enter the Job Title of your position in the *Position* field.

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* In the pop-up box you can select a position you have in your department that matches this position, or you can just close the pop-up box.

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* Select Student Employment as the *Advertising Template*. Then select Next.

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* Enter the title of your position in the *Working Title* field. If the position is Federal Work Study be sure to add – FWS to the end, if Institutional Employment add – IE.

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* For *State Role Title* enter Institutional Employment/Federal Work Study.

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* Enter the *Position Number* your department has for your student position. If you do not have one or don’t know it, you can enter N/A.

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* The *Position type* should be Federal Work Study or Institutional Employment. (Matching the job title).
* *Position Status* will be Part-Time.
* Select your *Division* and *College/Unit*.
* Enter the Reviewer of this position. (Whoever oversees reviewing the applicants, can be the same as the Supervisor)
* Enter the Supervisor. (Whoever will be supervising the student)
* Check whether this is a new or replacement position.
* If this is a replacement enter the name of the student you’re replacing.

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* Leave the *Pay Band* blank/empty since this is a Student Employment position.
* *Pay Rate* can be however you’d like to pay the student in this position. Hourly is the typical way.
* *Specify Range or Amount* must equal at least the minimum wage of $12.41/hr. (If new/entry position we recommend hourly-$12.41.)
* Leave the - *FLSA Status*, *JMU only Position? (Faculty & Staff Only), Conflict of Interest position, and Request to Recruit (For Academic Affairs Only) -* as they are.
* Check if this is a grant-funded position or not.

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* Enter who will be the *Search Committee Chair* (usually the same as the Supervisor or Reviewer).
* Add any *Search Committee Members* (whoever will need to have access to view applications).

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* Enter your position information in the following fields. If a FWS position be sure to enter in the *Qualifications* section – Must be Federal Work Study eligible.

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* Enter a *Posting Date.* This can be the same day.
* If you would like you can add a date you will begin reviewing for the *Beginning Review Date* sections.
* If you would like the posting to close on a certain date, enter that date for *Closing Date* and then check the No box for *Open Until Filled*. Do not change the time for the closing date.
* Or you can have the posting stay open until it is filled. Select the Yes box for *Open Until Filled*.
* If you would like you can enter a *Proposed Starting Date*.

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* You do not need to enter anything in the *Advertising Details (Faculty and Staff Only)* section.

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* Select *Generate Description*

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* Select the *Add Documents Needed to Apply* button
* In the pop-up box, Add the documents required for the application. We recommend at least having a resume and cover letter. \*For FWS you must add the Financial Aid Offer Letter. Check the *Selected* box to see what you’ve added, then select *Save and Submit*.

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* Enter *Initiator* (person making this posting).
* Enter *Hiring Manager* (whoever is hiring, usually the same as the Reviewer/Supervisor/Search Committee Chair).
* Select the *Approval process* – Student Employment.
* Then select the blue *Save and Submit*. Finished

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