How to Post a Job with the Student Job Service- Section-by-Section Instructions and Helpful Tips

Once you have the "Post a Job" form open:

1. Enter your phone number in the **"Look up by Phone"** field and click **FIND MY ACCOUNT**
    a. This phone number serves as your account number. The Student Job Service will use it to look up your jobs. You will need this number to access your listings in the future.

2. **EMPLOYER INFORMATION**
    a. Returning employers: This section will automatically populate with your information. Make any changes necessary.
    b. New employers: Enter your name, email, and address. Required fields are marked with an asterisk.
        i. The name entered should be the name of the business/organization/person that will be paying the student, which is not necessarily the contact person. Contact information will be entered below.

3. **PRIVACY SETTINGS**
    a. Here you can choose to mask your phone number, name, or address from the students in the EMPLOYER INFORMATION section.
    b. Any contact information you put in the CONTACT INFORMATION section WILL be visible to students.

4. **CONTACT INFORMATION**
    a. List the name, phone number, and email address of the person students should contact about the job.
    b. If you would like to be contacted by email only, please enter all zeros in the phone number field.
    c. Only one contact name is required. If you would like to list multiple phone numbers or have more than one person supervise your hiring process, you may use the secondary contact fields.
    d. Everything in this section will be visible to students.

5. **JOB INFORMATION**
    a. Job Type- Online Job Board listings are part-time, ongoing positions. Quick Jobs are one-time or short-term jobs that will last for less than one month.
    b. Job Category- Choose the category which best fits your job. You may contact the Student Job Service for suggestions if you're not sure what category to list under.
    c. Job Title: Enter your job title here. This field has limited space, so be sure the title fits before moving on.
    d. Job Description: Enter your job description here. Please note that Quick Job descriptions are limited to 3 lines of text or 186 characters typed into the field, and Job

Board descriptions are limited to 30 lines of text or 1860 characters typed into the field. A character counter will display as you type to let you know how many characters you have left.

   i. PLEASE NOTE: Do not include multiple paragraphs, bullets, double spacing, or indentations in your job description. Our software converts all descriptions into one single spaced paragraph. If there are bullet points or paragraphs in your description, you may receive an error message when trying to post the job.

e. Job Location: Choose the job location which best describes where your job will take place.
f. Transportation Information: This field is optional, but may be helpful to include, especially if the student will need a car.
g. Number of Students Needed: This field asks you to enter a minimum or maximum, but this number will average in the actual job listing. Please enter the maximum number of students you will need in both fields.
h. Hours (per person): Again, this field will average in the actual listing, so enter either the minimum number of hours or the maximum number of hours in both fields. Also choose the work period (day, week, etc.). Quickie Jobs must be listed as number of hours per job.
i. Pay Rate: Enter what you wish to pay the student(s). Quick Job must be listed as pay per Job or per Hour. Whenever possible, please pay Quickie Jobs in cash. All pay rates must start at the Massachusetts minimum wage of $12.75 per hour. Below, please find the average hourly pay rates employers list with our service by category:

Quick Jobs

Child/Elder Care	$13-15
Clerical/Computer Help	$14-17
General	$15-17
Home Services	$14-16
Moving Help	$15-25 (depends on type)
On-Campus	$13-15
Out of State	$20
Party Help	$14-16
Research/ Focus Groups	$150/job or $18-20
Yard work	$14-16

Job Board

Administrative	$13-14
Childcare	$14-18
Computer/Web	$13-16
Marketing & Communications	$13-15
Food Services/ Catering	$12-13
General	$13-15
Home Services	$13-15
Human Services	$13-16
Paid Internships	$13-14
On-campus	$13-14
Recreation	$16-20
Research Assistant	$14-16
Retail/Sales	$13-14
Tutors/Teaching Assistants	$20-25

j. **Start Date:** Choose the start date for your job. Job Board listings will stay posted for 4 weeks from the posting date regardless of the start date. Quickie Jobs will stay posted for 2 weeks from the posting date or until the listed start date has been reached. If you list today's date as the start date (the form defaults to this), the start date will be listed as ASAP and the job will be posted for 2 weeks.

k. **How did you hear about us?**: Please choose how you heard about us. Returning employers, please scroll through these thoroughly, as our options have changed recently.

l. **Are you an Alum?:** Please choose Yes or No.

6. Once you have filled out all required information, click **POST JOB LISTING**. A disclaimer will pop up and you must click "**I Accept**" for your job to be posted. Once you have accepted, you will be taken to a screen reading "Post a Job-Confirmation". This means your listing has gone through successfully and will be added to a queue. We will review and post your job within one business day. Students interested in the job will contact you directly.