STUDENT EMPLOYMENT OFFICE
QUICK REFERENCE FOR SUPERVISORS/MANAGERS

JobX Control Panel   Page 1 of 4

The Job Control Panel is the dashboard supervisors will see upon login in the JobX Job Board.

ℹ Additional features may be visible to Payroll Coordinators and/or become available due to ongoing system enhancements.

Menu

BU Student Employment Office: Job Board

Welcome, Test On-Campus Supervisor | Logout

🏠 Employees ▾   JobX ▾   Reporting ▾   Access & Audit ▾   Help ▾

Job Control Panel

Search Filters

Your Jobs

Result Filters:
My Jobs Only Reset Filters

Employer Name:
Show Jobs From All My Empl... ▾

➕ Add a Job | Search Title, Description, Requirements, Contact or Job ID | Search

-- Select Action Below --   Apply Action

☐ Select/Deselect All

Show 25 ▾ results per page

1 to 8 of 8 | << < > >>|

Job Status:
☐ Active, Listed Jobs (0) ?
☐ Pending Approval (0) ?
☐ Active, Not Listed (0) ?
☐ Inactive (8) ?

Resident Assistant   Applications: 0 (0 New)   Employer: STUDENT EMPLOYMENT - TEST

☐ Job Id: 9816
Contact Person: Test On-Campus Supervisor
Wage: $20.00 /hr

Status: Inactive
Location:
6821 Southpoint Dr. N
Jacksonville FL 32216

Listed: 12/03/24
Job Type: Residence Life Union
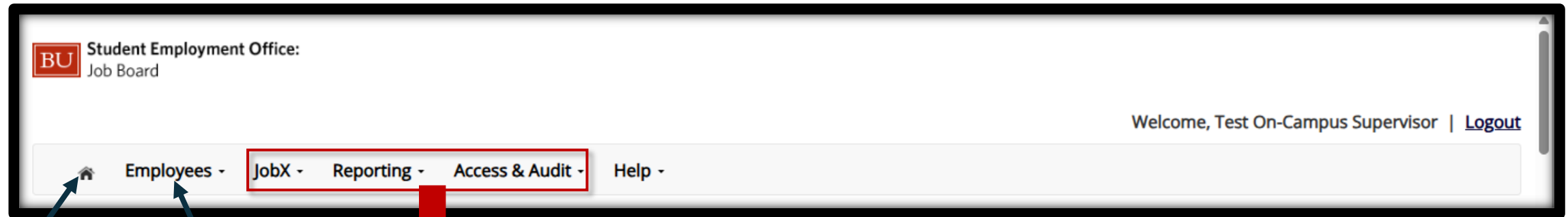
Actions ▾

Job Type:
Choose Job Type ▾
☐ Show My Jobs Only

For detailed information on creating jobs and hiring students in JobX, check out the JobX Job Management guide and other resources on the Supervisor Resources page of the SEO website.

Continue to the next pages to view more details on each section of the Control Panel or click on the header for the section you want to learn more about. ➡

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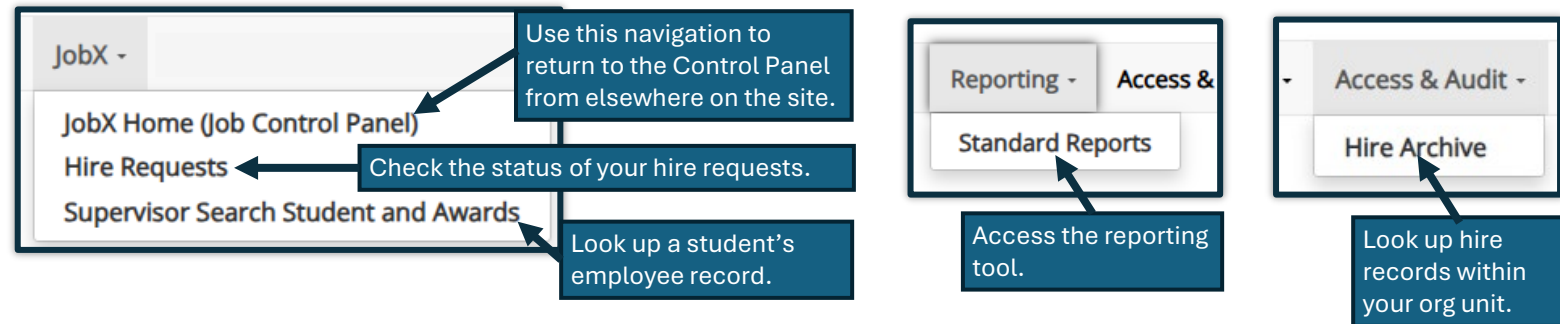
🏠 Employees ▾   JobX ▾   Reporting ▾   Access & Audit ▾   Help ▾

The 'Home' icon redirects to the main JobX landing page for all users (students, staff, and off-campus employers.) It WON'T bring you back to the Control Panel!

These are the pages used by student employees.

Supervisor Tools

JobX ▾

JobX Home (Job Control Panel)
Hire Requests
Supervisor Search Student and Awards

Use this navigation to return to the Control Panel from elsewhere on the site.

Check the status of your hire requests.

Look up a student's employee record.

Reporting ▾   Access &

Standard Reports

Access the reporting tool.

▾   Access & Audit ▾

Hire Archive

Look up hire records within your org unit.

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QUICK REFERENCE FOR SUPERVISORS/MANAGERS

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Search Filters

Use these filters to narrow the jobs shown on your Control Panel. You can only view jobs you have access to.

Employer Name:
If you belong to multiple org units, use this filter to show jobs from just one.

Job Status:
Use the checkboxes to view jobs that have a particular status(es)

Job Type
Select from applicable job types

Selecting this will show you only the jobs for which you are the Primary Contact Person.

Employer Name:
Show Jobs From All My Empl...

Job Status:
☐ Active, Listed Jobs (0) ⑦
☐ Pending Approval (0) ⑦
☐ Active, Not Listed (0) ⑦
☐ Inactive (8) ⑦

Job Type:
Choose Job Type

Choose Job Type
BUGWU Jobs
On Campus
Residence Life Union

☐ Show My Jobs Only

Wage Filter:

Low Wage:
Low Wage

High Wage:
High Wage

Wage Range:
Low Wage To High Wage

Search

Wage Filter:
Enter a minimum or maximum wage, or a range, to view applicable jobs with the specified wages

Don't forget to click 'Search' to update the jobs shown on your screen with the applicable filters!

ⓘ **Job Statuses**

- **Active, Listed** – Job is listed on the Job Board and accepting applications

- **Active, Not Listed** – Job is not listed on the Job Board for students to apply, but students can still be hired into the job

- **Pending Approval** – Job is in SEO's queue to review (students CANNOT be hired into a job in this status)

- **Inactive** – Either not actively hiring for the job, or the job was rejected for approval by SEO

ⓘ Additional features may be visible to Payroll Coordinators and/or become available due to ongoing system enhancements.

Your Jobs

Click here to create a new job.

Search your job listings

Actions
Use the checkboxes along with this dropdown to quickly apply certain actions to one or more jobs:

-- Select Action Below --   Apply Action

-- Select Action Below --
Change Selected Jobs to Active, Not Listed
Change Selected Jobs to Active, Listed
Change Selected Jobs to Inactive
Change Employer on Selected Jobs
Change Dates on Selected Jobs
Change Contact(s) on Selected Jobs
Delete Selected Jobs
Export Selected Jobs
Print Selected Jobs
Email Contact(s) on Selected Jobs

Result Filters:
My Jobs Only Reset Filters

⊕ Add a Job

Search Title, Description, Requirements, Contact or Job ID   Search

-- Select Action Below --   Apply Action

☐ Select/Deselect All

Show 25 results per page

1 to **8** of **8** |<< < > >>|

Resident Assistant

Applications: 0 (0 New)

Employer: STUDENT EMPLOYMENT - TEST

☐ Job Id: 9316
Contact Person: Test On-Campus Supervisor
Wage: $20.00 /hr

Status: Inactive
Location:
6821 Southpoint Dr. N
Jacksonville FL 32216

Listed: 12/03/24
Job Type: Residence Life Union

Actions ▾

Click on a job's title to access full info (description, requirements, etc.) and options.

Click on the application count to jump to the applications for that job.

Individual Job Actions
Use this dropdown to jump directly to these options for a specific job:

Actions ▾
Edit Job
Manage Application
Hire Applicant