Creating a Student Job Request

Creating a job request is a first step towards hiring a BC student or students in an hourly-paid/weekly payroll student job. A job request can be used to hire more than one BC student since there is no field in this screen to limit the number of students being hired for this job; nor does this screen require any budgetary information about the funds you have available to hire a student.

After logging into this system, select BC Custom from the Menu:

Then select Use, and then Job Request to create an on-campus student job request.
The employer enters its Department I.D. Number, or can click on the magnifying glass symbol to the right of the field to select the appropriate number:

**Look Up DeptID**

**Search Results**

<table>
<thead>
<tr>
<th>Department</th>
<th>Description</th>
<th>Short Description</th>
<th>Manager ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>0930201</td>
<td>Student Services</td>
<td>STD SVC</td>
<td>22182131</td>
</tr>
<tr>
<td>099107</td>
<td>Tech Integration Sup</td>
<td>Tech Inteq</td>
<td>(blank)</td>
</tr>
<tr>
<td>099108</td>
<td>Student General Serv</td>
<td>Student Ge</td>
<td>(blank)</td>
</tr>
<tr>
<td>099109</td>
<td>Financial Services</td>
<td>Financial</td>
<td>(blank)</td>
</tr>
</tbody>
</table>
Next, click on the magnifying glass to the right of the Job Code field, which will bring you to the start of the list of student job titles in that table:

This table provides the first 100 job titles. However, click on “View All” which then will provide a listing of all student job titles.

If you want to hire a student as an Administrative Assistant, then click on Job Title Code 202. The following fields then are populated in the job request:

- The job title of Administrative Assistant
- The Job Code (job grade level) to which it is assigned, which is 920200 in this example
- The Student Job Class of “B” (jobs are classified from “B” through “F”)
- The Minimum and Maximum pay rates for this Job Code and Job Class;

- A brief job description appears in that field. (Note: this default description can be revised to a description that is more pertinent to the duties being performed for your department. However, there is a limit of 254 characters, including spaces, available to type a revised description; and, you will be notified if your revised description exceeds that limit.)

Click the square box to the right of “Publish in Job List?” if you want this job listing posted on the Student Employment website. Job listings are updated nightly during the workweek, so your listing will be available the next day for public viewing if you do check off that box.

After clicking on the box, the expiration date will change to a date four weeks in the future. You can change the Publish Expiration Date by clicking on that field and selecting another date from the posted calendar.

When you decide that this student job listing should no longer be posted, then just return to this specific job request and unclick that box. The listing will be removed during the night from the Student Services website.
Be certain that the correct employment period is selected when creating a student job request. Beginning in early April, campus employers may create job listings for the upcoming summer employment period, as well as a listing for the current academic year employment period. Job listings for the subsequent academic year cannot be created until the first date of the summer employment period.

The Budgetary Information section is for informational purposes only and does not need to be used. However, if used, it will provide the originator with the estimated cost to their operating budget for that fiscal year.
When finished, the originator clicks the “Save” tab at the bottom left on the screen and that job request is saved in this system, and later used for hiring a specific student or group of students for this specific job.

The originator can then create another student job request, or leave that site.

Job requests are employment period and fiscal year specific. Therefore, it is necessary to create new student job requests for summer or academic year employment periods, and for the current fiscal year (or for summer, the next fiscal year when creating summer job requests beginning in April).

**Deleting a Student Job Request**

A student job request that was created, but not used to hire any student, can be deleted by selecting the delete option in the navigation tree, and entering data in the appropriate field/s: