Step by Step Guide for Posting Off-Campus Jobs

1. Go to: www.unr.edu/business/SOC

2. Select: POST A JOB
   Fill in your login information.

3. Select: Post Job Opportunity for UNR Students

4. Complete the following instructions to fill out the “Job Postings” form.

   Employment Information

   Copy Existing: Pick a position from which you'd like to copy data
   Please review and edit your job title when copying a job
   [Check box] Show Archived

   Number of UNR Students Hired: If you haven't hired anyone yet, please enter "0".
   For the position only*: Please note: If you have hired a UNR student for another position,
   please go to that job posting in your account and enter the correct number of UNR students hired.

   Position Type:
   - Full Time (50+ hrs/week)
   - Part-Time, Off-Campus
   - Part-Time (Multi-campus / National)
   - Paid Internship
   - Volunteer

   Hourly Wage: You must enter a number value for the hourly wage (i.e. 10.00 or 8).

   Pay Type:
   - Commission Only
   - Base Plus Commission
   - No Commission

   You can choose to copy a previous job to your current job posting
   Input "0": Once the position expires, you will receive an email requesting to change this number to the number of students you have hired for this job posting
   Select “Position Type”
   Enter an hourly wage (For all part-time employment opportunities, you MUST indicate an hourly wage)
   Select “Pay Type”
List the number of positions you are hiring for

Provide an average of hours per week

Input the Job Title and Job Description

Select “Add Item” to attach any additional documents relevant to the job posting

Input “City, State, and Country”

Select the Desired Majors and Job Function of student candidates

Use the current date as Posting Date

Select Closing Date (Not to exceed 45 days)

Fill out the Application Instructions for students

Input any additional position information

Click “Submit” to post student job (Please allow up to 24 hours for job posting approval)
Frequently Asked Questions

How do I view my job posting as a student would?

1. Login to your account
2. Select the link titled “View Your UNR Job Postings”
3. Click on the job title of the job you would like to preview
4. Under “Job Postings”, there will be a series of tabs, select the “Preview” tab
5. The screen will show you the job posting from the student view

How can I tell how many students have looked at my job posting?

1. Login to your account
2. Select the link titled “View Your UNR Job Postings”
3. Click on the job title of the job you would like to preview
4. On the far right side of the page, you will see a box that says “Total Student Views”
5. The number indicated reflects the total of student views for the job posting

How do I cancel my job posting so that students can’t view it on the job board?

1. Login to your account
2. Select the link titled “View Your UNR Job Postings”
3. Click on the job title of the job you would like to preview
4. Scroll down and find the field titled “Expiration Date”
5. Change the “Expiration Date” to reflect the current date
6. Click the “Submit” button

For additional questions, please contact
Career Connections, Student Outreach Center
College of Business
businesscareers@unr.edu or 775-682-9147