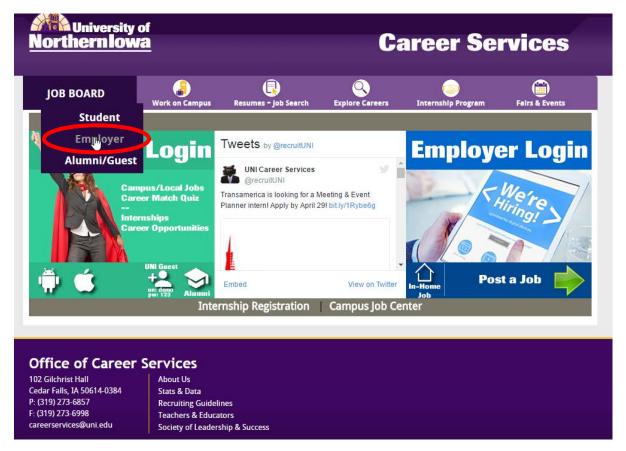# Community Service Learning – How to Post a Job

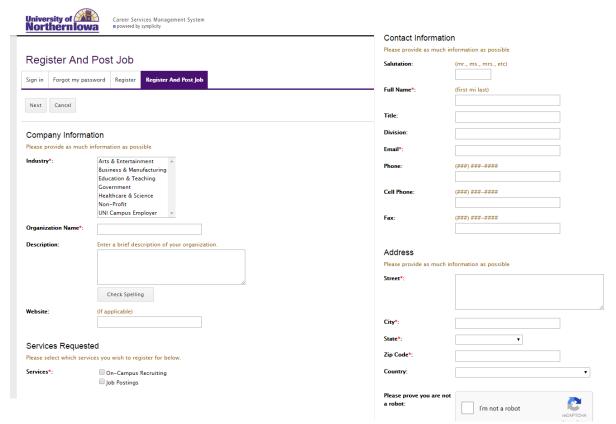**Step 1:** Navigate to uni.edu/careerservices

Once on the website, select Employer from the Job Board drop down menu



**Step 2:** Select Register to create a new account or sign in using your log in information (skip to step 4 if you already have log in information)

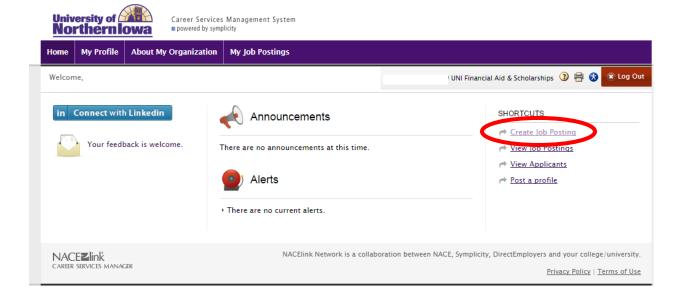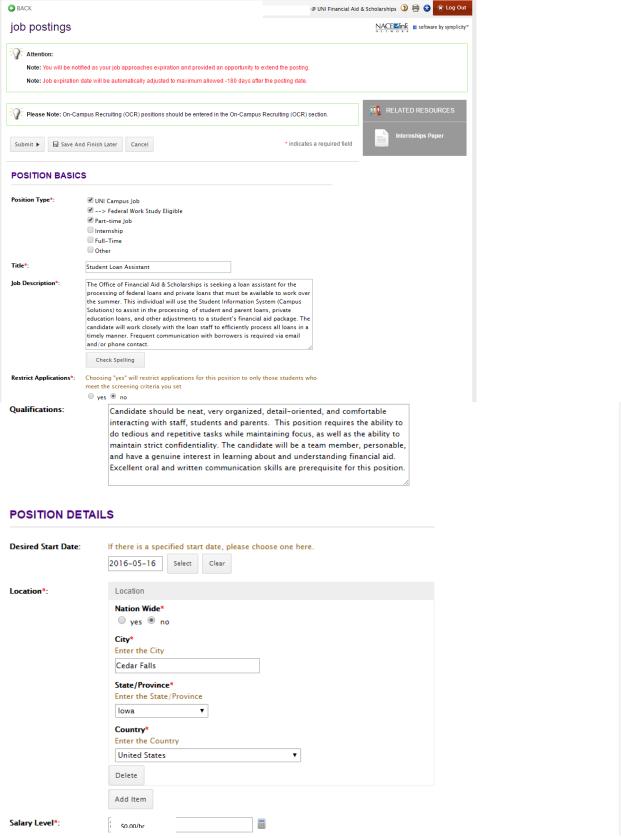**Step 3:** Fill out the required information and any optional information you want to include.



**\*\*UNI Career Services will need to approve your account prior to you posting a job. If you have questions on account creation, please contact UNI Career Services at (319) 273-6857\*\***

**Step 4:** Once logged in, you will be presented the Home Screen with options of what to do next. Click on Create Job Posting to post a job.

**Step 5:** Fill Out the Job Description and other related information for the posting you are posting.

⊕ BACK

## job postings

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💡 **Attention:**

**Note:** You will be notified as your job approaches expiration and provided an opportunity to extend the posting.

**Note:** Job expiration date will be automatically adjusted to maximum allowed -180 days after the posting date.

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💡 **Please Note:** On-Campus Recruiting (OCR) positions should be entered in the On-Campus Recruiting (OCR) section.

| 📚 RELATED RESOURCES |
| 📄 Internships Paper |

Submit ▶    💾 Save And Finish Later    Cancel          * indicates a required field

### POSITION BASICS

**Position Type\*:**
- ☑ UNI Campus Job
- ☑ --> Federal Work Study Eligible
- ☑ Part-time Job
- ☐ Internship
- ☐ Full-Time
- ☐ Other

**Title\*:**  Student Loan Assistant

**Job Description\*:**  The Office of Financial Aid & Scholarships is seeking a loan assistant for the processing of federal loans and private loans that must be available to work over the summer. This individual will use the Student Information System (Campus Solutions) to assist in the processing of student and parent loans, private education loans, and other adjustments to a student's financial aid package. The candidate will work closely with the loan staff to efficiently process all loans in a timely manner. Frequent communication with borrowers is required via email and/or phone contact.

Check Spelling

**Restrict Applications\*:**  Choosing "yes" will restrict applications for this position to only those students who meet the screening criteria you set
- ○ yes  ◉ no

**Qualifications:**  Candidate should be neat, very organized, detail-oriented, and comfortable interacting with staff, students and parents. This position requires the ability to do tedious and repetitive tasks while maintaining focus, as well as the ability to maintain strict confidentiality. The candidate will be a team member, personable, and have a genuine interest in learning about and understanding financial aid. Excellent oral and written communication skills are prerequisite for this position.

### POSITION DETAILS

**Desired Start Date:**  If there is a specified start date, please choose one here.

2016-05-16   Select   Clear

**Location\*:**

| Location |
| --- |

**Nation Wide\***
- ○ yes  ◉ no

**City\***
Enter the City

Cedar Falls

**State/Province\***
Enter the State/Province

Iowa ▼

**Country\***
Enter the Country

United States ▼

Delete

Add Item

**Salary Level\*:**   $0.00/hr   🖩

**Attachment(s):**

**Title**
Loan Assistant Application

**File Name**
Student_Employee_Application.docx

**Size**
17931

[Delete]

[Add Item]

> Use this to attach a job application

## APPLICATION PROCESS

**Resume Receipt:**
**Select how you would like a candidate to apply:**
– E–mail: Each resume is individually sent to your inbox from careerservices@uni.edu
– Accumulate Online: You login to review applicants through the Job Board
– Other (enter below): URL or if additional documents are required

☐ E–mail
☐ Accumulate Online
☑ Other (enter below)

**Automatic Application Packet Generation:**
Would you like to receive an application packet PDF (includes all documents submitted by all job applicants) when this job expires?
○ yes  ● no

**How to Apply*:**
If adding a URL, it must be the complete URL and include either "http://" or "https://" for URL Tracking to work. Example: https://www.symplicity.com/about/careers/

Special application instructions

[Check Spelling]

**Additional Documents:**
Which additional documents do you request for non–ocr positions.
☐ Cover Letter  ☐ Unofficial Transcript  ☐ Other Documents

**Requested Document Notes:**
Special instructions regarding requested documents.

**Posting Date*:**
(Job announcement will be posted on this date.)
[          ] [Select] [Clear]

**Expiration Date*:**
(Job announcement will be removed on this date.)
[          ] [Select] [Clear]

[Submit ▶] [💾 Save And Finish Later] [Cancel]

*After completing the job post, submit it and the posting will go to the job board and you can start receiving applications.

H:\Student Employment\How to Post to Job Board.docx