On Campus Supervisor Guide to Posting on Jobpseaker

Go to: srjc.jobspeaker.com/#/hire Select **"SIGN IN"**	
Login with your SRJC Credentials – • All Current SRJC Supervisors have a login created – if you're a new supervisor or if you're unable to sign-in, please email Jamie Longnecker 	
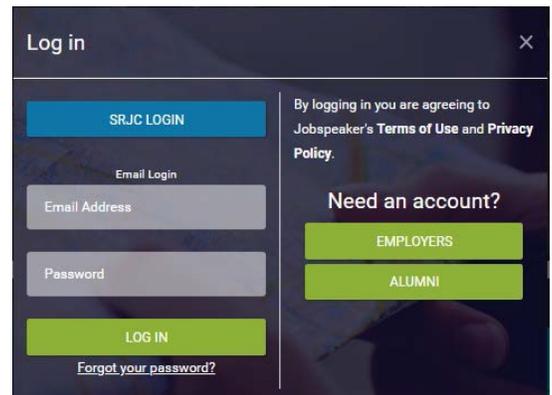
Title: Enter the title of the position

Type: Click the drop-down menu for 'Type' and select 'On-campus'

Company: Type in SRJC – Your department *(i.e. SRJC – ESL)* Select your department.

Location: Should fill in automatically once you select the correct Company Name.

Industry: Dependent on position

Position: Dependent on position

Education Level: Dependent on position

FWS: If the job is a FWS position, click the box. Reminder: In order to use this budget code, your department MUST have FWS funds in object code 2360

FOAPL/GL: Enter the budget code you will be using (this will help us verify it is a FWS or a District funded position. Can be left blank).

Salary: Current student employment wage (as of 9/24/2019 it is $14.00)

Compensation Other: N/A

Skills: Skills are one or two word tags that highlight essential skills needed for this position (if any).

Job Description: Enter the FULL job description here.

Post On: The date you want the job posted.

Job Close: The date you want the position to close. We recommend 30 days (you can always pull a job if it fills sooner).

VERY IMPORTANT: CLICK THE POST TO SANTA ROSA JUNIOR COLLEGE JOB BOARD.

Post: Click Post

Approval: Will come to the Career Hub and we will be approving all positions to ensure the wage is correct and any other information pertinent to on campus positions are clear.