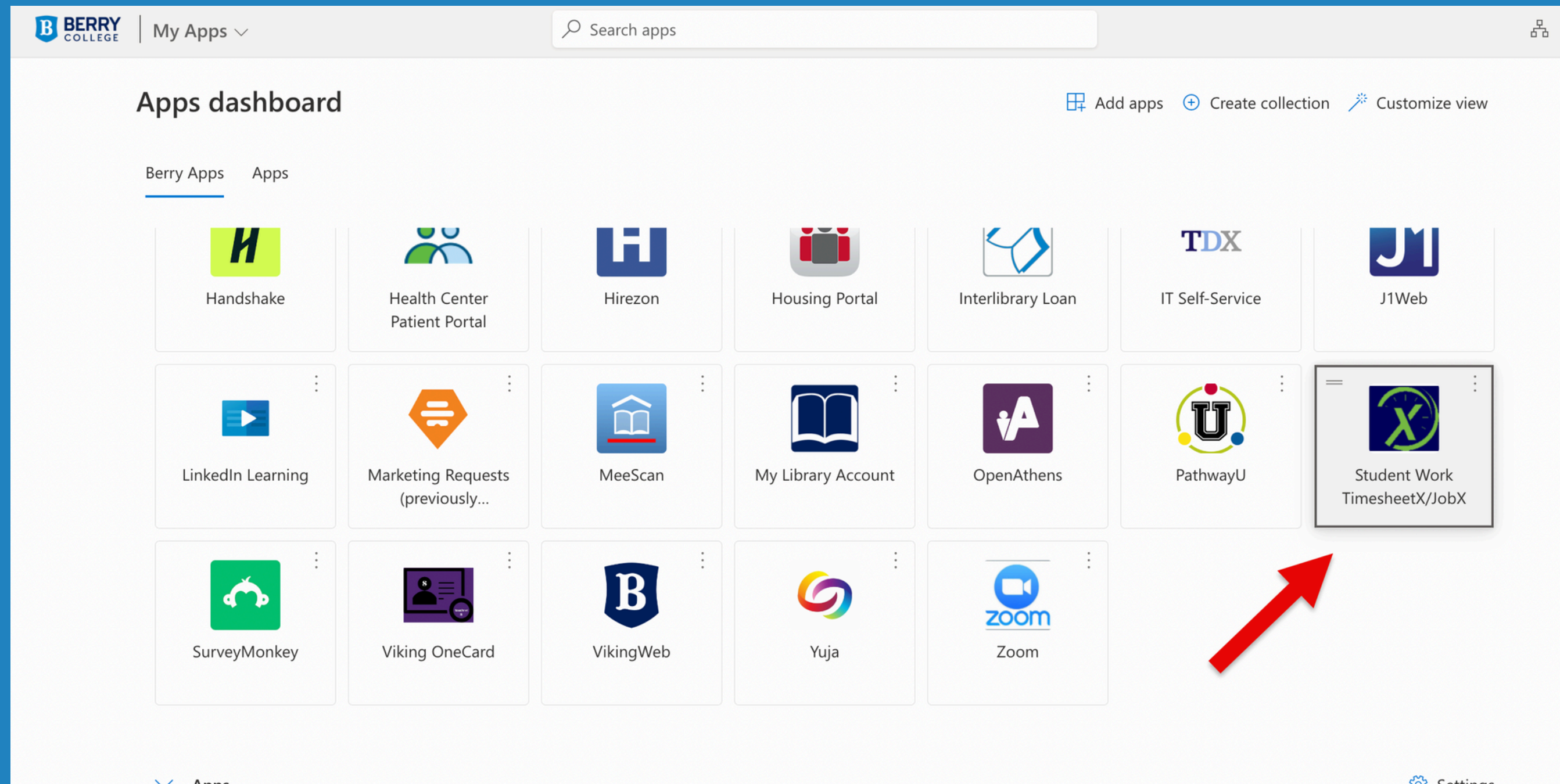


CREATE AND POST A NEW JOB ON JOBX




LifeWorks Program


From your My Apps page, choose Student Work OR
go to STUDENTWORK.BERRY.EDU




Choose On-Campus Employers


 **BERRY**
COLLEGE

LifeWorks Program

 Employees ▾ JobX ▾ TimesheetX ▾ Reporting ▾ Access & Audit ▾ Uploads ▾ Site Set up ▾ Content ▾ Help ▾



Powered by Next Gen

Welcome to the Student Employment Portal




Student Workers

- Search and apply for jobs
- Sign up for JobMail notifications about positions that interest you.
- Enter time and submit your timesheets



On-Campus Employers

- Create and post jobs
- Review applications
- Hire students
- Manage timesheets
- Employment guidelines and required documents are at your fingertips



Community and Industry Partners

- Review Timesheets

After choosing JobX log in, you will be prompted to enter your Berry SSO credentials

BERRY COLLEGE

LifeWorks Program

Home

Employees ▾

Employers & Administrators ▾

On-Campus Employers

Post available job positions, review applications, and hire employees. Manage employee timesheets. Employment guidelines and required documents are at your fingertips!

Student Employment News

[Forms & Information](#)

For information on the Berry College Student Work Program.

[Suggestion Box](#)

Send us your suggestions, ideas, or concerns!

Employer Tools

[JobX Login](#)

Login to post jobs, hire students, and access student applications.

[TimesheetX Login](#)

Login to post jobs, hire students, and access student applications.

[Request Login](#)

Click above if you are a Faculty/Staff member who has never logged in before or has requested a password but has not received one via email. Please do NOT click here if you are a student.

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JobX

TimesheetX

From the JobX Control Panel, choose “Add a Job”

Note: All old jobs are now archived as “inactive” but can be viewed by choosing inactive in the job status menu. For fall hires, please do NOT use these jobs, they are just there for your reference.

BERRY COLLEGE LifeWorks Program

Home Employees JobX TimesheetX Reporting Access & Audit Uploads Site Set up Content Help

Job Control Panel

Job Status:

- ☐ Active, Listed Jobs (0) ?
- ☐ Pending Approval (0) ?
- ☐ Active, Not Listed (0) ?
- ☒ Inactive (0) ?
- ☐ Show My Jobs Only

Wage Filter:

Low Wage:

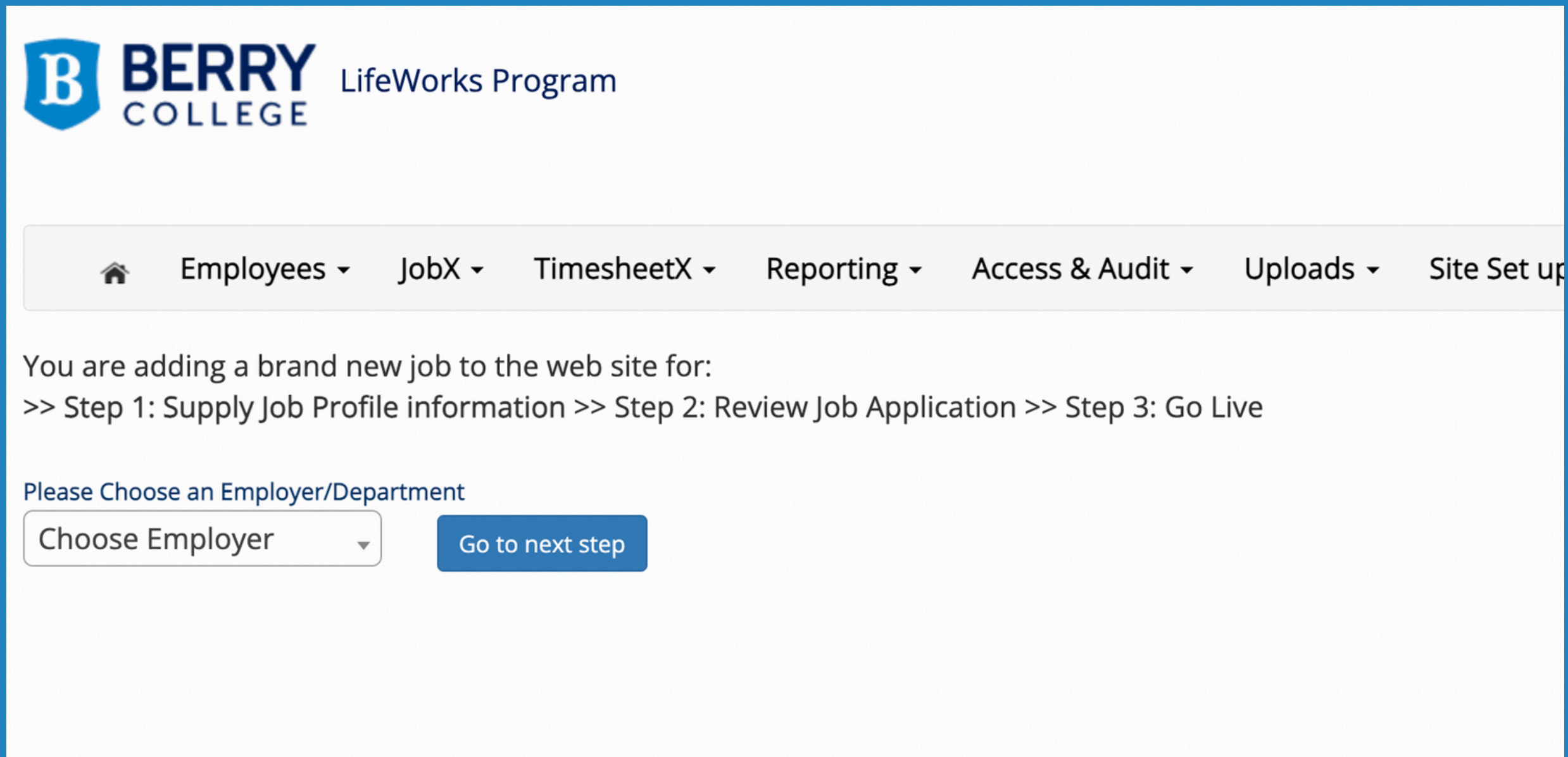
High Wage:

Wage Range: To

Result Filters: Employer: Berry College for Integrity in Leadership

My Jobs Only [Reset Filters](#)

Some supervisors have permission to post jobs in multiple departments: if so, use the drop down to choose the department for the job you are creating



The screenshot shows the Berry College LifeWorks Program interface. At the top left is the Berry College logo. To its right is the text "LifeWorks Program". Below this is a navigation bar with a home icon and several menu items: "Employees", "JobX", "TimesheetX", "Reporting", "Access & Audit", "Uploads", and "Site Set up". The main content area contains the text "You are adding a brand new job to the web site for:" followed by a breadcrumb trail: ">> Step 1: Supply Job Profile information >> Step 2: Review Job Application >> Step 3: Go Live". Below this is the instruction "Please Choose an Employer/Department". There is a dropdown menu with the text "Choose Employer" and a blue button labeled "Go to next step". A large red arrow points to the dropdown menu.

BERRY COLLEGE LifeWorks Program

Home Employees ▾ JobX ▾ TimesheetX ▾ Reporting ▾ Access & Audit ▾ Uploads ▾ Site Set up

You are adding a brand new job to the web site for:
>> Step 1: Supply Job Profile information >> Step 2: Review Job Application >> Step 3: Go Live

Please Choose an Employer/Department

Choose Employer ▾ Go to next step

**Choose the job classification,
which will also set the pay rate.**

**For more details, refer to the
recalibration cheat sheet.**



Entry, \$9.25/hour.

[\[Click here for more information\]](#)

Intermediate , \$9.50/hour.

[\[Click here for more information\]](#)

Advanced, \$10.25/hour.

[\[Click here for more information\]](#)

Pre-Professional , \$11.50/hour.

[\[Click here for more information\]](#)

Graduate Assistant, \$11.50/hour.

[\[Click here for more information\]](#)

Choose One:

- ☒ Entry, \$9.25/hour
- ☐ Intermediate , \$9.50/hour
- ☐ Advanced, \$10.25/hour
- ☐ Pre-Professional , \$11.50/hour
- ☐ Graduate Assistant, \$11.50/hour

Job Category:
Choose from dropdown



Enter Job Title



Choose technical skill(s)



**Enter Job Description and
Job Requirements**



Job Category * «?»

Choose one... ▼

Job Title *

Example: Front Desk Receptionist

Technical Skills

Choose Skills

Job Description *

Please be as detailed as possible.

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Job Requirements *

Please be as detailed as possible.

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Physical Work Location: Enter your location
(eg building on campus or address)



**Choose primary
work environment**



Physical Work Location * <small>(Building/room #, street address if not on campus, or remote)</small>	<input type="text"/>
What is the primary work environment for this position? *	<div>Choose one...<div>▼</div></div>
What physical abilities does this job require? * <small>Select all that apply</small>	<div>Ctrl + click to select multiple</div> <div>Select Some Options</div>

**Choose physical abilities required (or choose “no
physical requirements”)**



Enter openings : please enter the number of anticipated hires in this position for the 2025-2026 school year



Enter estimated hours:



Enter hire dates:

8-24-25 to 5-09-26

for most fall hires



Number of Available Openings *	<input type="text"/>
Hours per Week	<input type="text" value="10.0"/> to <input type="text" value="Same"/>
Start Date <small>Please enter either an exact date in the form mm/dd/yy or a brief description (i.e., "ASAP").</small>	<input type="text"/>
End Date <small>Please enter either an exact date in the form mm/dd/yy or a brief description (i.e., "At completion of project").</small>	<input type="text"/>
Time Frame * <u>«?»</u>	<input type="text" value="Choose one..."/>

Choose Academic Year or Summer



Enter primary and secondary contacts



Note: if you are unable to select your preferred contact's name, please contact our office so we can add them to your department's contact list. Secondary contacts are not visible to applicants.

Choose “all majors” or a specific major(s)



Select “yes” in order to collect applications for this job



Finally, click “submit”



Every job must have one primary contact person (the next question). It may also have any number of secondary contact people.

Primary Contact Person * «?»	<input type="text" value="Choose one..."/>
Primary Contact Person Phone Number	<input type="text"/>
Primary Contact Person Email	<input type="text"/>
Primary Contact Person Location	<input type="text"/>
Secondary Contact People «?»	<div>Ctrl + click to select multiple <input type="text" value="Select Some Options"/></div>
Majors *	<div>Ctrl + click to select multiple <input type="text" value="Select Some Options"/></div>
Do you wish to collect online applications for this job? <input checked="" type="radio"/> Yes <input type="radio"/> No	
<input type="button" value="Submit"/>	

This is the default online application: choose “save application” to continue

Don't stop on this step!



B BERRY COLLEGE LifeWorks Program

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

The job data was successfully saved. However, the job is not posted on the web site. There are two more steps. First, please review the job application below and delete any questions you do not want. Also you may r the questions. Any changes you make will be approved by an administrator.

Pending Job Application - CPPD Dean's Office - Test Do Not Approve

General

First name *

Middle name

Last name *

Email
*You MUST use your Berry email address. **

Confirm Email Above *

What is the phone number where we can contact you? *

How many hours per week are you available to work? *

Do you currently have any other active positions on campus? *

[Save Application](#)

[Pick from Existing Questions](#) [Create a New Question](#)

Choose options and timeline for job listing.

“Yes, immediately = job will be open for applications

“No, put inactive” = job is inactive and not available for hire (rare situation)

“No, put in Active not listed = choose this when hiring a student directly without advertising the position

Last step: “click here to finish:



BERRY COLLEGE LifeWorks Program

Welcome, Macy Hackett | Log out

Employees - JobX - TimesheetX - Reporting - Access & Audit - Help -

You are adding a brand new job to the web site for:
>>[Step 1: Supply Job Profile](#) >> [Step 2: Review Job Application](#) >> Step 3: Go Live

CPPD Dean's Office - Test Do Not Approve
Your job will be approved by an administrator before it can be posted. Please choose an option.

1. When do you want the job to be reviewed for approval? As soon as possible

2. Do you want the job listed immediately after it is approved? Yes, immediately

3. Do you want JobMail to be sent when the job is listed? Yes

4. For how many days do you want the job to be listed on the site? 1 week

When all the above information looks correct... [Click here to finish!](#)

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JobX TimesheetX

When you see this screen, you know you're done!
Our office will approve your job, usually within one business day.

