CREATE AND POST A NEW JOB ON JOBX

BERRY COLLEGE

LifeWorks Program

From your My Apps page, choose Student Work OR

go to STUDENTWORK.BERRY.EDU

Choose On-Campus Employers

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

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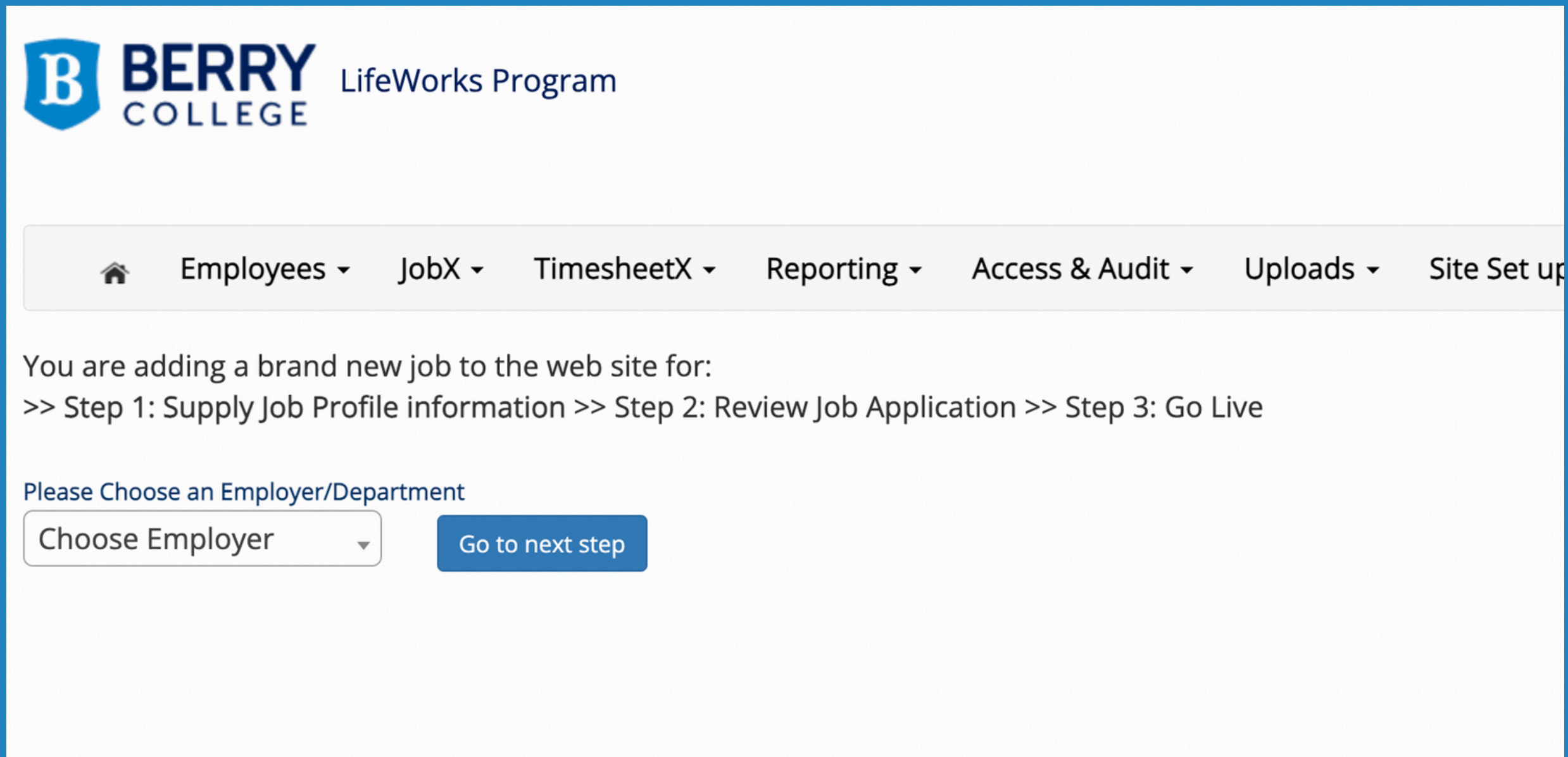
Some supervisors have permission to post jobs in multiple departments: if so, use the drop down to choose the department for the job you are creating

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.   html B I U

Job Requirements *
Please be as detailed as possible.   html B I U

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

Choose primary work environment

Physical Work Location *
(Building/room #, street address if not on campus, or remote)

What is the primary work environment for this position? *

Choose one...

What physical abilities does this job require? *
Select all that apply

Ctrl + click to select multiple

Select Some Options

Choose physical abilities required (or choose "no physical requirements")

Enter openings : please enter the number of anticpated 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 *

Hours per Week   10.0 ⌄ to Same ⌄

Start Date
Please enter either an exact date in the form mm/dd/yy or a brief description (i.e., "ASAP").

End Date
Please enter either an exact date in the form mm/dd/yy or a brief description (i.e., "At completion of project").

Time Frame * «?»   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.

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

Primary Contact Person * «?»   Choose one...

Primary Contact Person Phone Number

Primary Contact Person Email

Primary Contact Person Location

Secondary Contact People «?»   Ctrl + click to select multiple
                                       Select Some Options

Choose "all majors" or a specific major(s)

Majors *
                                       Ctrl + click to select multiple
                                       Select Some Options

Select "yes" in order to collect applications for this job

Do you wish to collect online applications for this job? ● Yes ○ No

Submit

Finally, click "submit"

This is the default online application: choose "save application" to continue

Don't stop on this step!

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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 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? *   [Please select ▾]

[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:

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