**Task:** Post/Repost a Work-Study Job for approval

**STEP 1:** Go to careerCONNECT [uofmcareerservices.ca]. Log-in to your NEW or existing careerCONNECT account.

**STEP 2:** On the navigation pane found on the left hand side of the screen, click on **Work-Study** to access the module.

**STEP 3:** Click on Job Postings.
HOW TO

Task: Post/Repost a Work-Study Job for approval

STEP 4: Click on Post a Job. Select a job posting you want to repost.

Work Study Postings

[Image showing a list of job postings]

Select a previous posting to repost

My Previous Postings:
- Select-

OR

Post a New Job

This will show you all of your previous postings.

This will allow you to post a NEW job.

STEP 5: Choose either Quick Repost or Repost and Edit Posting.

STEP 1: Select a repost option

- Quick Repost
- Repost and Edit Posting

STEP 2: Repost Details

Term to post to: -select--
App Deadline: 10/14/2018 11:59 PM

Repost Cancel
### Task:
Post/Repost a Work-Study Job for approval

**STEP 6:** If you chose to edit your postings, complete the job posting form. **Note:** Make sure to specify the number of positions you would like to apply for in the job title.

**NOTE:** If your posting is approved, any further changes made to postings will result to a **Pending Changed status** and will require us to approve it again. Please ensure that you inform us of any changes you intend to make on your job postings.

<table>
<thead>
<tr>
<th>Job Posting Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>When submitting multiple postings, please submit a separate application for each, indicating how many positions you are applying for. For example: To apply for funding for two (2) Office Assistant positions, please submit two separate postings namely: Office Assistant (1 of 2) and Office Assistant (2 of 2).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term Posted:</th>
<th>Summer 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Type:</td>
<td>--Select--</td>
</tr>
<tr>
<td>Job Title:</td>
<td></td>
</tr>
<tr>
<td>Job Location:</td>
<td></td>
</tr>
</tbody>
</table>

**Job Description:**
Please list the duties and responsibilities of your position.

**Job Description:**

MAX CHAR: 10000 CHARS REMAINING: 10000
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Competencies / Skill and Learning Outcomes
Please view the competencies guide (PDF). You may select and copy those relevant to your posting.

Job Requirements:
Please list the qualifications you require from candidates.

Application Information
This is the application date for students. In line with the Work-Study timeline, please set the date to September 12, 2017.

Application Deadline:
05/02/2018 11:58 PM

Application Procedure:
--Select--

Additional Application Information:

IMPORTANT:
The Work-Study Program, partnering with the University of Manitoba, is strongly committed to equity and diversity within its community and especially welcomes applications from women, members of racialized communities, Indigenous persons, persons with disabilities, persons of all sexual orientations and genders, and others who may contribute to the further diversification of ideas.

Students will self-identify themselves as equity candidates via their cover letters.

Author: Samantha Nicole Tumlos
Last Updated: March 26, 2019
STEP 6: Once the form is completed, submit the posting for approval. Please note of the timeline regarding confirmation of posting approval/denial.

**NOTE:** If your posting is approved, any further changes made to postings will result to a Pending Changed status and will require us to approve it again. Please ensure that you inform us of any changes you intend to make on your job postings.

For questions and further clarification, please send an email to work_study@umanitoba.ca.