

HOW TO

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

STEP 1: Go to [careerCONNECT](http://uofmcareerservices.ca) [uofmcareerservices.ca]. Log-in to your NEW or existing [careerCONNECT](http://uofmcareerservices.ca) account.



careerCONNECT
JOB & CO-OP POSTINGS • CAREER FAIRS, WORKSHOPS & EVENTS

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FEATURED EMPLOYER:

*intel*life

INTELLIGENT LIFE. INTELLIGENT CHOICE.

2018 CAREER FAIR

GOLD
SUPPORTER

Welcome to careerCONNECT!

ALUMNI

- Search and apply for jobs
- Register for employer information sessions

Login

Register

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EMPLOYERS

- Post job opportunities
- Advertise volunteer opportunities
- Register to receive event information

Login

Register

Learn More

STUDENTS

- Search and apply for jobs
- Register for Career Services workshops
- Register for employer information sessions

Login

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Employment Postings

Work Study

Work Study Program
Application

Job Postings

Documents

Job Applications

Survey - Employers

Events

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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**.

Author: Samantha Nicole Tumlos


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STEP 4-A: To post a NEW Work-Study job, click on **Post a New Job**.

Work Study Postings

 [Post a New Job](#) [Repost a Job](#)

STEP 4-B: To repost an existing Work-Study job, click on Repost a Job [this will open the ALL JOB POSTINGS tab].

Work Study Postings - TEST EMPLOYER - CAREER SERVICES

[Post a New Job](#) [Repost a Job](#)  

Current Job Postings | All Job Postings

(Job ID) Job Title	Organization/Division	Postings Status	# Views	# Applications	View Repost
(28482) THIS IS A SAMPLE JOB POSTING, PLEASE DO NOT APPLY. Application Deadline: May 2, 2018 11:59 PM	TEST EMPLOYER - CAREER SERVICES / TEST EMPLOYER - CAREER SERVICES	Expired Date posted: Apr 2, 2018	0	0	View Repost
(25977) THIS IS A SAMPLE JOB Application Deadline: Dec 7, 2017 11:59 PM	TEST EMPLOYER - CAREER SERVICES / TEST EMPLOYER - CAREER SERVICES	Expired Date posted: Dec 7, 2017	0	0	View Repost

STEP 5: 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.

Job Posting Information

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)

Term Posted :

Position Type :


Job Title * :

Job Location * :

Job Description:

Please list the duties and responsibilities of your position.

Job Description * :



MAX CHARS: 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.

Competencies / Skill and Learning Outcomes: By the end of this work opportunity the student will have gained the ability to *:

Rich text editor toolbar with icons for undo, redo, bold, italic, text color, background color, bulleted list, numbered list, link, unlink, insert link, insert image, and help. Below the toolbar is a large empty text area for entering competencies. At the bottom of the editor, it displays "MAX CHARS: 10000" and "CHARS REMAINING: 10000".

Job Requirements:

Please list the qualifications you require from candidates.

Job Requirements *:

Rich text editor toolbar with icons for undo, redo, bold, italic, text color, background color, bulleted list, numbered list, link, unlink, insert link, insert image, and help. Below the toolbar is a large empty text area for entering job requirements. At the bottom of the editor, it displays "MAX CHARS: 10000" and "CHARS REMAINING: 10000".

Salary :

Start Date :



  

End Date :

Application Information

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

Application Deadline:*  

Application Procedure *:

Additional Application Information :

Rich text editor toolbar with icons for undo, redo, bold, italic, text color, background color, bulleted list, numbered list, link, unlink, insert link, insert image, and help. Below the toolbar is a large empty text area for additional application information. At the bottom of the editor, it displays "MAX CHARS: 10000" and "CHARS REMAINING: 10000".

IMPORTANT:

The Work-Study Program, coinciding 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-declare themselves as equity candidates via their cover letters.

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STEP 6: Once the form is completed, submit the posting for approval. Please note of the timeline regarding confirmation of posting approval/denial.

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

Submit Posting for Approval

Delete Posting



STEP 7: To confirm that your posting was submitted, you will see this notification.

Job ID : 28482

THIS IS A SAMPLE JOB POSTING, PLEASE DO NOT APPLY.

TEST EMPLOYER - CAREER SERVICES

[← Back to Overview](#)

Thank you for submitting your posting.

The current status of this posting is Pending Submitted for Approval You can either [Post a new job](#) or [Copy this job as a starting point for a new job](#)

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.

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