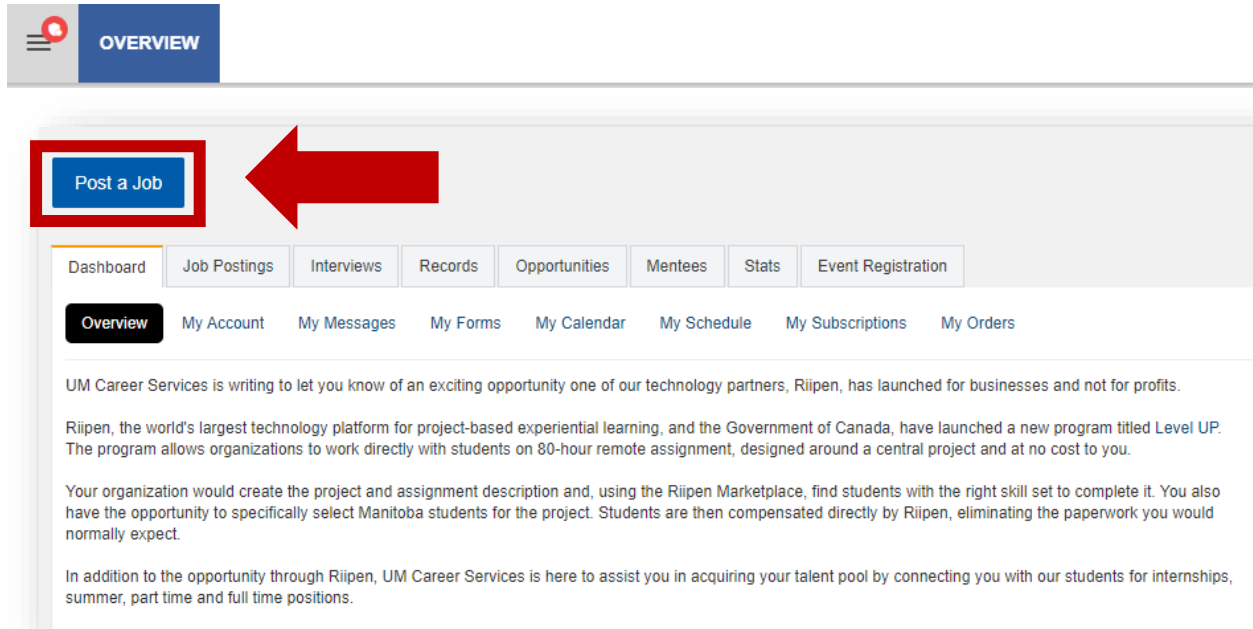


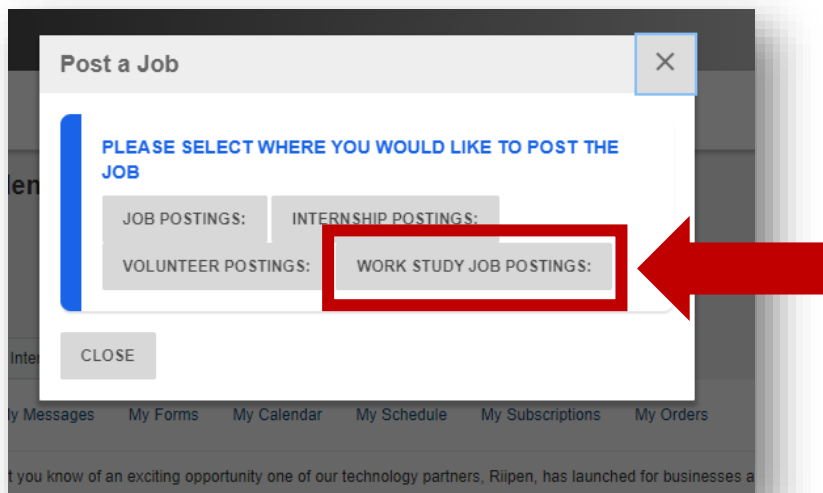
How to Post / Repost a Work-Study Job for Approval

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

STEP 2: Click “Post a Job” at the top of the home page.



STEP 3: Click on “WORK STUDY JOB POSTINGS:”



STEP 4: Select which previous posting you'd like to repost or select post a new job.

OVERVIEW

Select a previous posting to repost

My Previous Postings :
--Select--

OR

Post a New Job

This will show you your previous postings.

This will allow you to post a NEW job.

STEP 5: If you are reposting, select either Quick Repost or Repost and Edit Posting. Next, select the appropriate term and deadline. Edit the posting as needed then select “Submit Posting for Approval.”

If you selected “Post a New Job” you will be brought directly to the screen shown in STEP 6.

STEP 1: Select a repost option

☐ Quick Repost
☒ Repost and Edit Posting

STEP 2: Repost Details

Term to post to :
--select--

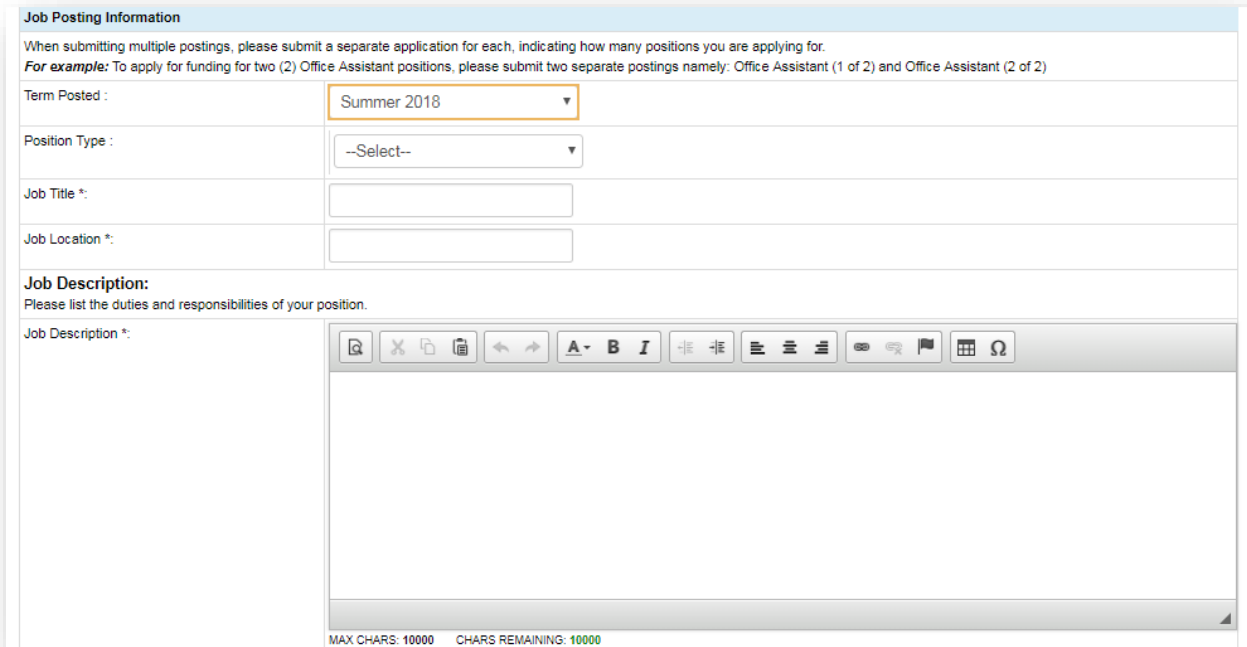
App Deadline :
--select--
Summer 2021

11:59 PM

Repost Cancel

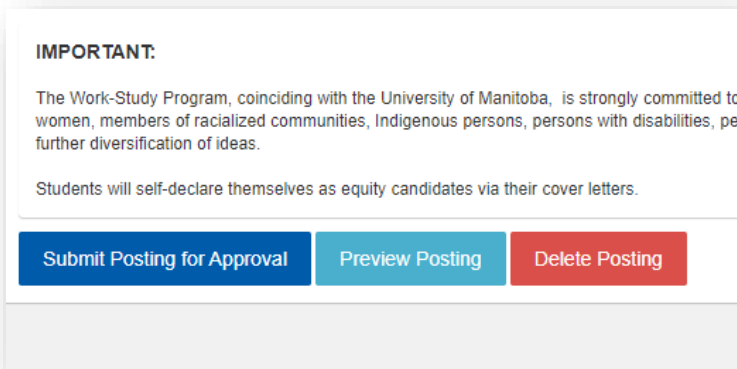
STEP 6: If you chose to post a new job or edit your posting, complete the job posting form. Make sure to specify the number of positions you would like to apply for in the job title.

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.



The screenshot shows a web form titled "Job Posting Information". It includes a header with instructions: "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)". The form fields are: "Term Posted:" with a dropdown menu showing "Summer 2018"; "Position Type:" with a dropdown menu showing "--Select--"; "Job Title *:" with a text input field; and "Job Location *:" with a text input field. Below these is a "Job Description:" section with the instruction "Please list the duties and responsibilities of your position." and a large text area with a rich text editor toolbar. At the bottom of the form, it says "MAX CHARS: 10000" and "CHARS REMAINING: 10000".

STEP 7: Once the form is completed, submit the posting for approval. The status of your posting will be "Pending."



The screenshot shows a box with an "IMPORTANT:" heading. The text reads: "The Work-Study Program, coinciding with the University of Manitoba, is strongly committed to women, members of racialized communities, Indigenous persons, persons with disabilities, per further diversification of ideas. Students will self-declare themselves as equity candidates via their cover letters." Below the text are three buttons: "Submit Posting for Approval" (blue), "Preview Posting" (teal), and "Delete Posting" (red).

If your posting is approved, any further changes made to postings will remove your posting from public access, changing it 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.