The Campus Job Board (CJB) can be accessed through the Office of Student Employment (OSE) website at studentemployment.depaul.edu. Managers, use your Campus Connect information to access CJB to post an open position. Once the position is submitted, OSE will approve the job within one business day. Positions are set to stay up for 30 days unless closed by the manager beforehand. OSE will send you an email once the position is live and when it is set to close.

If you do not already have a manager profile, you will be prompted to create a CJB profile. After logging in, the website will redirect to the CJB homepage. On this page, current, closed, and saved positions can be viewed. Create a new position by clicking the “Post a Job” button.

Job Descriptions

On the job posting page, managers fill out the following information regarding the position. The purpose of the job description is to document a summary of the job, the responsibilities it entails and the requirements a candidate needs to possess in order to apply. This ensures there is a common understanding for the position and lays out some of the initial requirements and expectations of the job. The job description should be reviewed and updated as needed when essential job functions and requirements change or when recruiting a new employee.
Position Details

**Campus:** Campus Job Board will display which campus the student employee will be working on as well as the department they will be working for in the application.

Remote: A remote option has been added to the campus drop down list temporarily. If your position is remote, please indicate that on the job posting.

**Pay rate:** Entering the pay rate for the position is optional. Please note, as of July 1, 2019 minimum wage increased to $13.00 an hour. The compensation type, hourly or stipend, is required for a job to be approved.
**Yes/No and Essay Screening Questions:** Filter applicants to meet your department’s specific needs. You can create up to 5 short answer questions with a maximum of 500 words.

![Screening Questions](image)

**Required Documents:** Resumes are required for every position posted on Campus Job Board, but asking for cover letters, along with supplemental documents such as portfolios and writing samples can also help you make better decisions in selecting appropriate applicants.

![Required Documents](image)

**Delegation:** You can request access for additional staff to view applications.

![Delegation](image)

**On-Hold/Closing a position:** During the interviewing stage of the hiring process, positions can be put on-hold, which means no other applicants can apply. This can be done by navigating to the CJB homepage and going to the “Current Jobs” tab. In the “Change Status” column, the position can be put on hold. Once an offer is made and the student has accepted, follow the same process and choose “close position” from the drop down menu.

![On-Hold/Closing](image)
Contacting Applicants

Email Candidates by Filtered Categories: Email applicants based on their status in groups to keep them informed throughout the process.

General email templates are provided as a guide.

Download Applicant Information: Download applicant contact information in Excel if preferred.

Resume Review Feature: Refer applicants for a resume and cover letter review if they need improvement. Our team will then reach out to encourage each student to come to the Career Center to have their materials reviewed.

Please contact the Office of Student Employment at studentemployment@depaul.edu with any questions or concerns regarding the Campus Job Board.