



Employer Instructions Student Employment On-Campus

Posting a Job

1. Log in to DragonJobs (if you just submitted your profile you were automatically logged in, start with step 2).
2. Go to "My Jobs" on the top menu
3. Select "New Job"
4. Fill out the form
 - a. Job Title – What is the job called (Office assistant, RA, etc)
 - b. Number of Openings – How many students are you planning to hire?
 - c. Work Schedule – (variable, fixed, days, nights, evenings)
 - d. Hours per Week – (approx. # of hours per work week)
 - e. Wage/Salary
 - f. Employment Start Date- (can be a date or other text)
 - g. Supervisor – list who the position will report to (optional)
 - h. Job Description – a brief summary of what the position duties are
 - i. Qualifications – list of skills or other requirements (include physical requirements, if applicable)
 - j. Application Instructions – Explain how students can apply. **If workstudy is required, it is highly recommended to indicate this requirement in the application instructions.**
 - k. Contact Information-will load automatically
 - l. Job Location- **Moorhead, MN**
 - m. Job Category – **Optional**, select all that apply.
 - n. Position Type -
 - i. Select **(On Campus) Non-Workstudy** for regular pay student positions.
 - ii. Select **(On Campus) Work-Study Required** for work study positions.
 - iii. Select **BOTH** options for positions that offer both regular pay and work study funds.
 - o. Class standing – **Optional**, if you select will only display to that category of students.
 - p. Majors – **Optional**, will only display to students in the major(s) you select.
 - q. Screening Options – choose if you want to screen applicants by type, standing or major
 - r. Post Date – When do you want the job to be posted.
 - s. Expiration Date – When should the posting be removed (1 year maximum).
 - t. Show Contact Info – If you choose "**Yes**" your professional contact info will be shown to students along with the job posting.
 - u. Allow Students to Apply through DragonJobs – choose "**Yes**" if you want students to have the ability to submit resumes to you directly through DragonJobs. Choose "**No**" if you want students to apply by following directions in the position information section.
 - v. In the document categories section, check next to each document you wish to have students submit. Resume is automatically selected.
 - i. References
 - ii. Cover Letter
 - iii. Class Schedule
 - iv. Transcripts
 - w. Click on "Save" to submit. You may check the status of a pending position and/or edit the position by selecting "My Jobs" and then "Job List".
 - x. Job postings are generally approved within 1 business day.
 - y. If you fill your position before the expiration date, you can change posting end date and we will remove the position.

If you have questions or need assistance, please contact us at 218-477-2131 or careers@mnstate.edu