

Student Employment Job Posting Instructions

The CDO uses Goucher Recruit to post all campus positions. Goucher Recruit will provide students with 24/7 access to all job listings.

To Create Your Own Account:

1. Go to the Goucher Recruit Portal through the main CDO website here: <http://www.goucher.edu/career-development-office>. It will be listed halfway down the screen in the center.



2. Next, Click on the *Employer/Alumni Career Coach* link



3. Next, on the right hand side of the screen, select *Register and Post Job* function.

The screenshot shows a web interface with two main sections: 'Sign In' and 'Register'. The 'Sign In' section on the left has a heading 'Sign In' and a sub-heading 'Please enter your username and password.' It contains two input fields: 'Username (your email address)' and 'Password', both with placeholder text and a small 'x' icon to clear the field. Below these fields are three buttons: 'Sign In ▶', 'Reset', and a blue link 'Forgot Password'. The 'Register' section on the right has a heading 'Register' and a sub-heading 'Register for a new employer or Alumni Career Coach account.' It contains two buttons: 'Register ▶' and 'Register And Post Job ▶'. A large green arrow points from the right towards the 'Register And Post Job' button.

4. In the first *Industry Box* please select only Education and Training
5. In the *Organization Name* section please title your office as Goucher College then insert your office's name ***For example: Goucher College Career Development Office***
6. Please select *Non-profit/Not for Profit* option from the Company Classification section
7. Please provide the direct link to your section of the Goucher website if you have one, otherwise you are welcome to use this one: <http://www.goucher.edu/career-development-office>
8. After entering all the information required and reading the information provided please check the box at the bottom of the page followed by clicking the "Next" button.

Once you have submitted your On-Campus Office Information you will be directed to the job posting form.

Posting Your Job

1. Please Select *On Campus Student Employment* from the Position Type list.
2. Keep "no" selected under the *Restrict Applications* section
3. In the *Direct Supervisor* field list the individual who will provide daily supervision to the student worker.
4. In the *Position Description* section include all job duties and responsibilities the student is expected to perform. Identify three to eight primary duties and responsibilities. Use gender neutral language such as s/he.
5. In the Qualifications section list the skills/qualities you require of all applicants. *For example: Attention to detail, Teamwork skills and able to work independently. Able to work 10-12 hours a week, M-F. Specific coursework completed.*
6. In the Class Level section select from only freshman, sophomore, junior, or seniors. Do not select alumni or Graduate Students. You can select all 4 classes by pressing Control while clicking each one of the class choices.
7. Once you have submitted your job description an email will be generated and sent to the Goucher site. This email enables the Student Employment Coordinator to check each request and then approve or decline the request. You will receive a follow up email regarding the approval or denial of a posting.

Please contact the Goucher College Student Employment Coordinator via phone at 410-337-6191 or via email at studentemployment@goucher.edu, with any questions or concerns.