# Posting Student Assistant Positions in PeopleAdmin

**If you do not have Student Hiring Manager access in PeopleAdmin, please contact Justine Ochs, HR Assistant, at Justine.Ochs@cortland.edu, or the Student Employment Coordinator at 607-753-4715, or career.services@cortland.edu.

Log in to MyRedDragon

Select Faculty/Staff
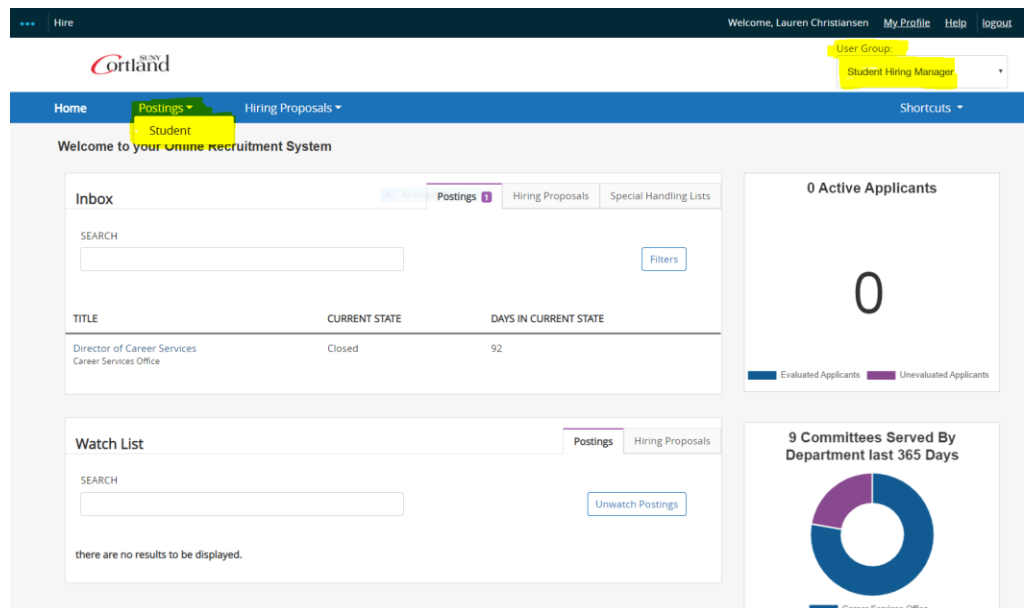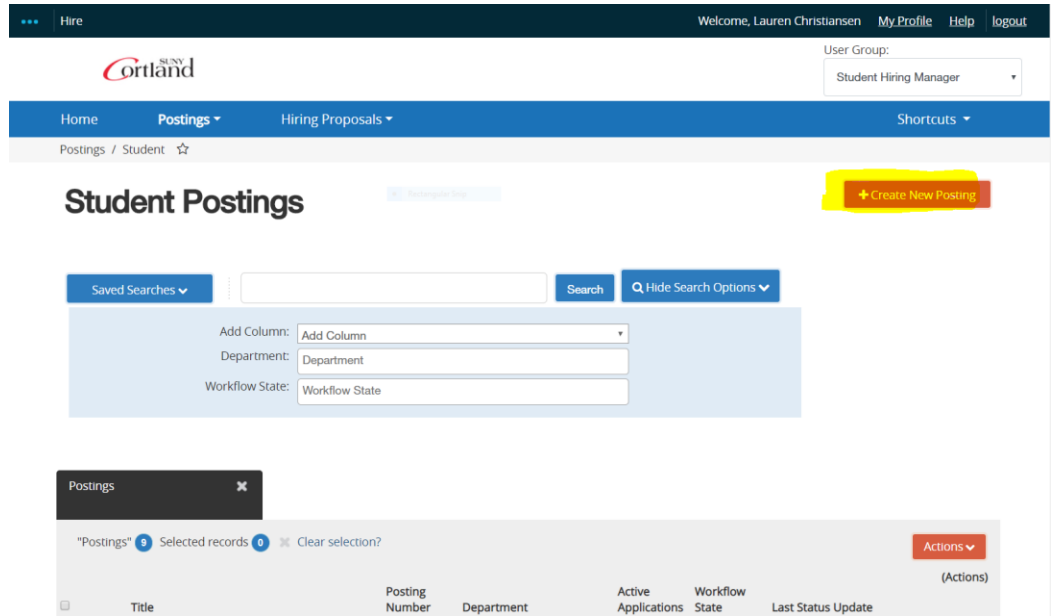
Select Recruitment/ATS from meRedDragon Resources
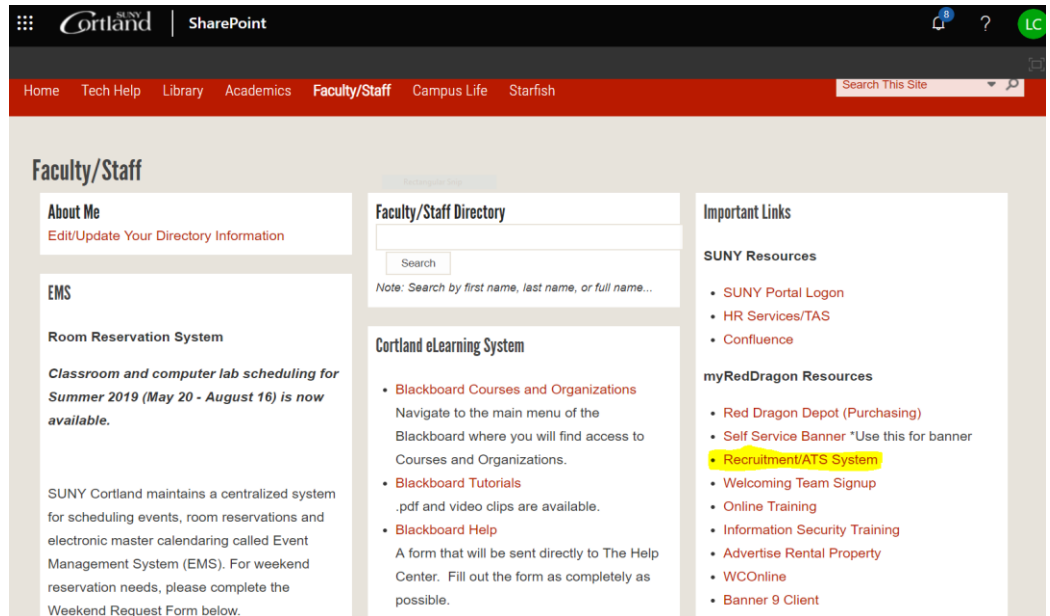
If you do not see this screen, X out of the screen and try again.

**User group (top right hand corner) should say Student Hiring Manager. If it does not, use the drop down arrow to select.

Select 'Postings' and then 'Student'

Select 'Create New Posting' on the right side of the Student Postings page

There are two ways to create a posting. Select the one that best fits your needs

'Create from Position Type' gives you a blank form to complete.

'Create from Posting' will allow you to select a previously posted position and update as necessary to accommodate new dates,
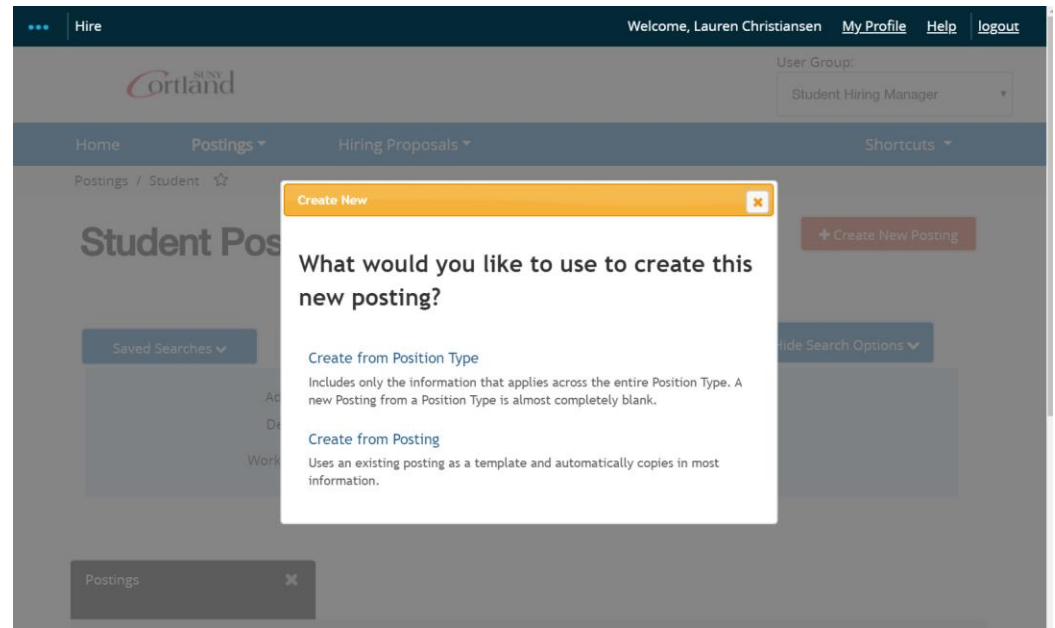
Create from Position Type (Starting a New Job Posting)

Add the student job title

Verify Division, School Sub-Division, and Department are correct.

Select 'Create New Posting'

Complete each section filling out required fields as indicated.

** Be as thorough as possible

Select 'Next' to move through each section

Once the sections are complete you will come to the **Summary page.**

In the top right you will see 'Posting was successfully updated.' *This is a great sign that you are almost done!!!* ☺

If you are satisfied with your posting information:

Select 'Take Action On Posting'

Select 'Send to SES' from the drop down

ⓘ Posting was successfully updated.   ✕

•••   Hire   Welcome, Lauren Christiansen   My Profile   Help   logout

SUNY Cortland

                                                       User Group:

                                                     Student Hiring Manager   ▾

Home   **Postings ▾**   **Hiring Proposals ▾**   **Shortcuts ▾**

Postings / Student / Student Employment Services Student Assistant (Draft) / Summary

📄   **Take Action On Posting ▾**

                                         Keep working on this Posting

                                         WORKFLOW ACTIONS

                                         Cancel (move to Canceled)

                                         Send to SES (move to SES)

Posting: Student Employment Services Student Assistant (Student)   Edit

Current Status: Draft

Position Type: **Student**   Created by: **Lauren Christiansen**
Department: **Career Services Office**   Owner: **Lauren Christiansen**

Summary | History | Settings | Hiring Proposals

Please review the details of the posting carefully before continuing.

To take the action, select the appropriate **Workflow Action** by hovering over the orange "Take Action on this Posting" button. You may add a Comment to the posting and also add this posting to your **Watch List**. in the popup box that appears. When you are ready to submit your posting, click on the **Submit** button on the popup box. To edit the posting, click on the **Edit** link next to the **Section Name** in the **Summary Section**. This will take you directly to the **Posting Page** to **Edit**. If a section has an orange icon with an exclamation point, you will need to review this section and make necessary corrections before moving to the next step in the workflow.

❗ **Position Details**   Edit

https://jobs.cortland.edu/hr/postings/3530#

Create from Posting (Select old post from your account to edit)

Select the position you would like to re-post.

Select 'Create Posting from this Posting'

Edit position title if needed and verify Organizational Unit information

Select 'Create New posting'

Hire

Welcome, Lauren Christiansen   My Profile   Help   logout

Cortland^SUNY

User Group:
Student Hiring Manager ▼

Home   **Postings** ▾   Hiring Proposals ▾   Shortcuts ▾

Postings / Student / New Posting ☆

New Posting   **Create New Posting**   Cancel

* Required Information

Title *   [Career Services Test]

Organizational Unit

Division *   Student Affairs, Division of

School/Sub-Division *   Career Services

Department *   Career Services Office

Applicant Workflow

Workflow State   [Under Review by Department/Committee ▼]

When an application is submitted for this job, it should move to which state in the Candidate Process workflow?

You will automatically route to the *Edit: Position Details tab.*

Make any necessary updates in each section for the posting to be current.

Move through each of the sections by selecting 'Next'

ⓘ Posting was successfully created.   ✕

Hire   Welcome, Lauren Christiansen   My Profile   Help   logout

Cortland^SUNY

User Group:
Student Hiring Manager ▼

Home   **Postings** ▾   Hiring Proposals ▾   Shortcuts ▾

Postings / Student / Career Services Test (Draft) / Edit: Position Details

Editing Posting   Position Details   Save   Next >>

✅ **Position Details**
✅ Supplemental Questions
✅ Documents Needed to Apply
✅ Search Committee
✅ Guest User
   Summary

✔ Check spelling

To create a Posting, first complete the information on this screen, then click the **Next** button or select the page in the left hand navigation menu. Proceed through all sections completing all necessary information. To submit the Posting to Human Resources, you must go to the **Posting Summary Page** by clicking on the **Next** button until you reach the Posting Summary Page or select Posting Summary Page from the left navigation menu. Once a summary page appears, hover your mouse over the orange Action button for a list of possible approval step options.

* Required Information

Position Information

* Title   [Career Services Test]

* Job Category   [Student ▼]

Department   [Career Services Office]

* Job Description/Duties   [Test Job]

Please review the details of the posting carefully before continuing.

To take the action, select the appropriate **Workflow Action** by hovering over the orange "Take Action on this Posting" button. You may add a Comment to the posting and also add this posting to your **Watch List**. in the popup box that appears. When you are ready to submit your posting, click on the **Submit** button on the popup box.
To edit the posting, click on the **Edit** link next to the **Section Name** in the **Summary Section**. This will take you directly to the **Posting Page** to **Edit**. If a section has an orange icon with an exclamation point, you will need to review this section and make necessary corrections before moving to the next step in the workflow.

✅ Position Details

Position Information

Title	Career Services Test
Job Category	Student
Department	Career Services-DO NOT USE
Job Description/Duties	Test Job
Days/Hours Needed	Test Job
Campus Location/Bldg.	Test Job
Required Qualifications	
Preferred Qualifications	
Physical Demands	
Special Conditions for Eligibility	
Contact Name(s) & Email(s)	Test Job

EEO Statement	The State University of New York College at Cortland is an AA/EEO/ADA employer. The College actively seeks applications from women, veterans, individuals with a disability, members of underrepresented groups or anyone that would enrich the diversity of the College.
FLSA	
Salary Grade	A - $10.40/hr
Salary	
Student Hiring Manager	

Posting Detail Information

Posting Number	SA18005
Is there an approved budget for this position?	
Number of Vacancies	1
Desired Start Date	08/07/2018
Position End Date (if temporary)	
Applicant Reviewer Access	
Open Date	
Review Start Date	
Close Date	
Open Until Filled	

The highlighted areas are places within the job posting that need to be reviewed and updated before submitting

Note: The last highlight, Open until filled, should always be blank or say No

When you reach the Summary section, select the 'Take Action on Posting' button

Select 'send to SES' from the drop down screen.

SUNY Cortland

User Group:
Student Hiring Manager ▼

| Home | Postings ▼ | Hiring Proposals ▼ | Shortcuts ▼ |

Postings / Student / Career Services Test (Draft) / Summary

Search Results: Previous | Next

📄 **Posting: Career Services Test (Student)**   Edit
Current Status: Draft

Position Type: **Student**   Created by: **Lauren Christiansen**
Department: **Career Services Office**   Owner: **Lauren Christiansen**

Take Action On Posting ▼

Keep working on this Posting
WORKFLOW ACTIONS
Cancel (move to Canceled)
Send to SES (move to SES)

Summary | History | Settings | Hiring Proposals

Please review the details of the posting carefully before continuing.

To take the action, select the appropriate **Workflow Action** by hovering over the orange "Take Action on this Posting" button. You may add a Comment to the posting and also add this posting to your **Watch List**. in the popup box that appears. When you are ready to submit your posting, click on the **Submit** button on the popup box.
To edit the posting, click on the **Edit** link next to the **Section Name** in the **Summary Section**. This will take you directly to the **Posting Page** to **Edit**. If a section has an orange icon with an exclamation point, you will need to review this section and make necessary corrections before moving to the next step in the workflow.

❗ Position Details   Edit

To verify where your postings are within the system, return to the main Student Postings page

Workflow State will indicate the status of your job

If the status says SES, your job has been successfully submitted and is awaiting approval from Student Employment Services.

Draft indicates you have started the posting but need to complete it and submit to SES for approval and posting.

Student Postings

+ Create New Posting

Saved Searches ▾ | [   ] **Search** **Q Hide Search Options ▾**

Add Column:	Add Column ▾
Department:	Department
Workflow State:	Workflow State

Postings ✕

"Postings" **9** Selected records **0** ✕ Clear selection?

Actions ▾

(Actions)

	Title	Posting Number	Department	Active Applications	Workflow State	Last Status Update	
☐	Test		Career Services-DO NOT USE	0	Canceled	July 25, 2019 at 02:06 PM	Actions ▾
☐	Career Services Test	SA18005	Career Services-DO NOT USE	1	Closed	August 14, 2018 at 03:30 PM	Actions ▾
☐	Test		Career Services-DO NOT USE	0	Draft	March 07, 2019 at 02:54 PM	Actions ▾
☐	z		Career Services-DO NOT USE	0	Draft	July 24, 2019 at 03:24 PM	Actions ▾
☐	z		Career Services-DO NOT USE	0	Canceled	July 25, 2019 at 02:05 PM	Actions ▾
☐	Student Employment Services Student Assistant		Career Services Office	0	Canceled	August 16, 2019 at 03:23 PM	Actions ▾
☐	Career Services Test		Career Services Office	0	Draft	August 20, 2019 at 11:14 AM	Actions ▾
☐	Career Services Test		Career Services Office	0	Draft	August 20, 2019 at 01:49 PM	Actions ▾
☐	Student Employment Services Student Assistant		Career Services Office	0	Draft	August 20, 2019 at 02:14 PM	Actions ▾