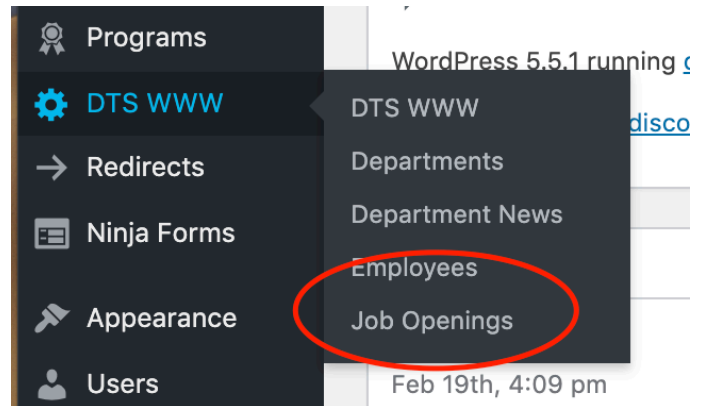


How to Enter Job Openings

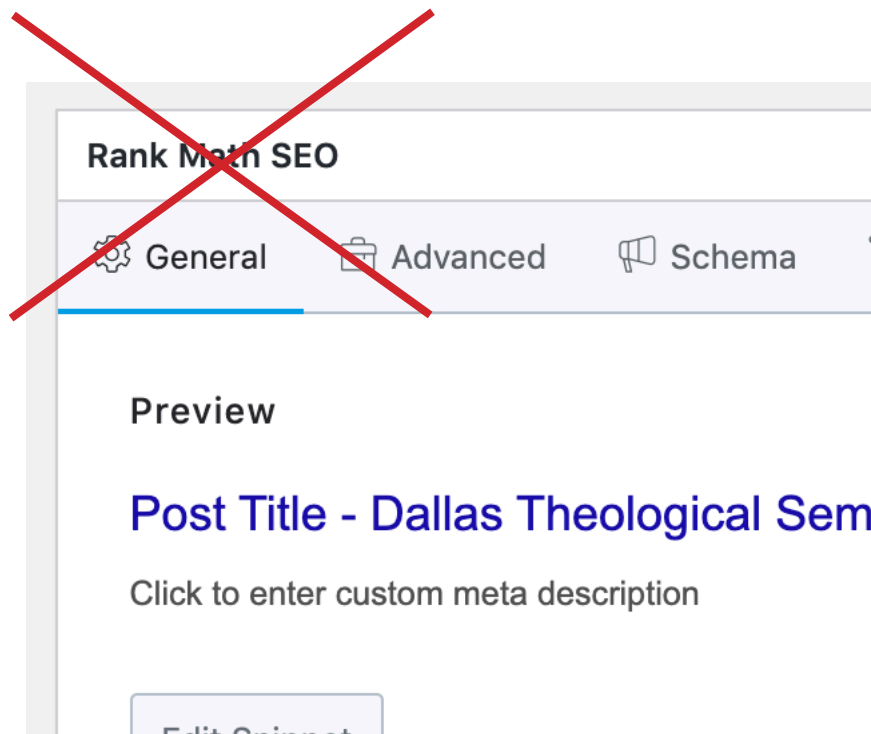
1. The Job Openings option is within the DTS WWW menu on the left of the dashboard screen.



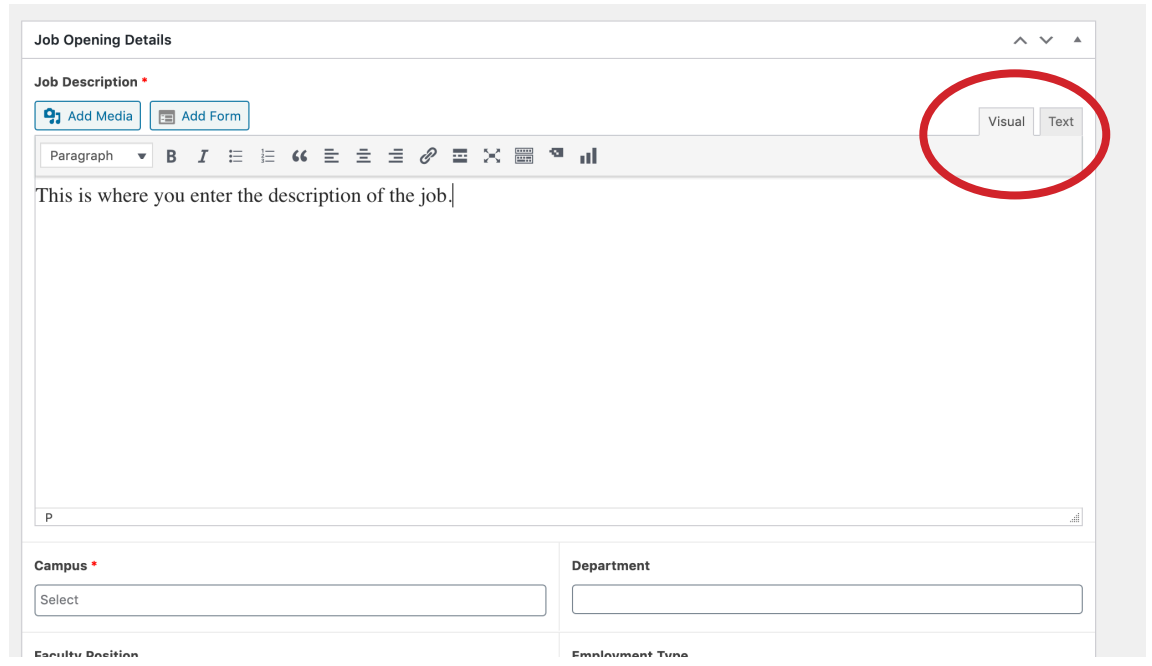
2. Enter the title of the job.

Add New Job

3. Ignore the Rank Math section. This is on every page and is something MarCom takes care of.



4. Next is the Job Opening Details Section. This is the basic job description. Make sure that the Visual tab is selected.



5. Entering the specific details (see image below):

Campus: start typing and the different campus options will automatically appear

Department: While this does not say it is required, if you skip this, the layout of the web page will not be accurate.

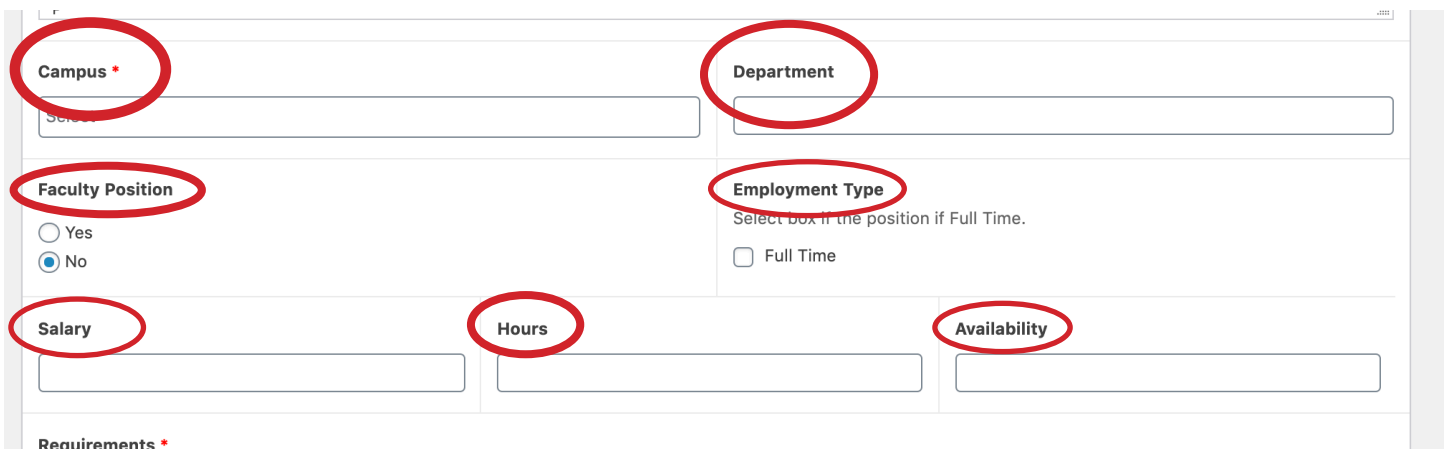
Faculty Position: this determines whether the job goes on the faculty openings page or the staff openings page.

Employment type: If the job is part-time, leave the box unchecked.

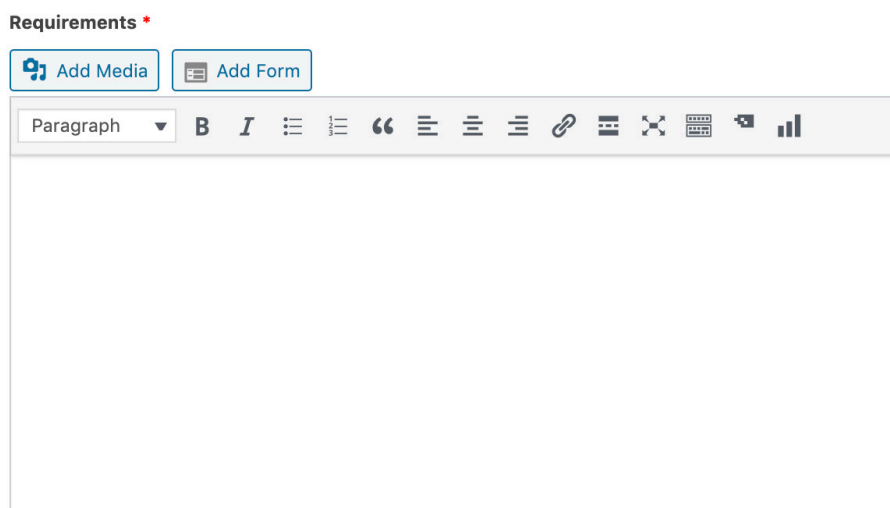
Salary: leave blank if not known

Hours: e.g. "20-25 hours" or "40 hours"

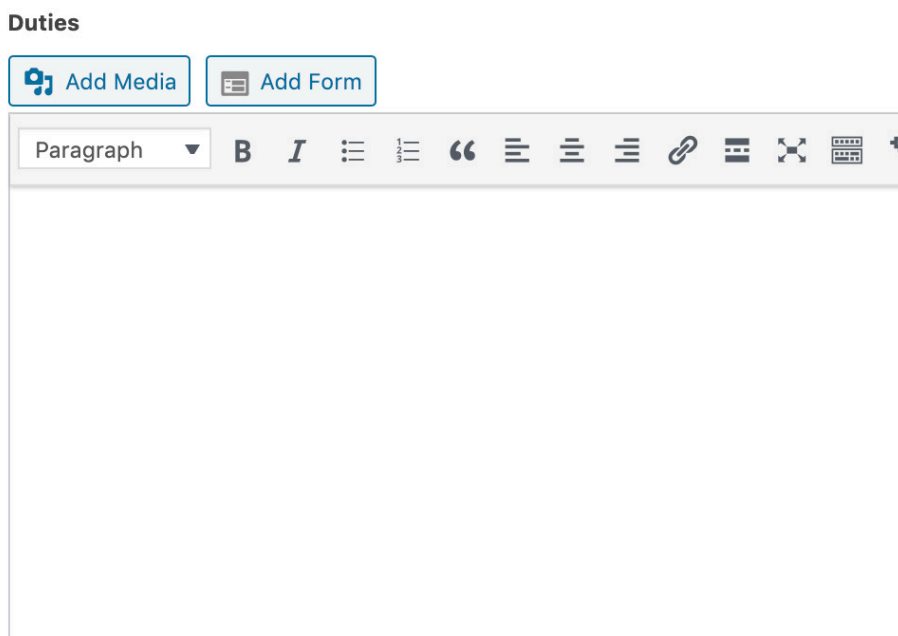
Availability: e.g. "immediately" or "January 1"



6. Enter the job requirements. Just like on the Job Opening Details section, make sure the “Visual” tab is selected.



7. Enter the job duties. Just like on the Job Opening Details section, make sure the “Visual” tab is selected.



**To insert links, such as the link to the application, highlight the text and click on the chain symbol. Type “employment application” in the box. Select it and click the blue arrow.

