

How to Post a Part-Time Non-Student Job in JobX (For Supervisors)

Before logging in to JobX, please make sure that you have requested Supervisor access. To request access, please fill out a New Account Registration form by following the link below:

<https://utrgv.studentemployment.ngwebsolutions.com/JobXRequestLogin.aspx>

Once you receive access as a Supervisor, click on the link to log in to JobX: <https://utrgv.studentemployment.ngwebsolutions.com/>.

Note: It is recommended to use Google Chrome browser.

Home Page > click **On-Campus Employers**

The University of Texas
Rio Grande Valley

Employees - Supervisors and Administrators -

Welcome to UTRGV's Student Employment Portal

Applicants & Student Employees

- Search and apply for jobs
- Sign up for jobMail notifications about positions that interest you.
- Enter time and submit your timesheets

Non-Student Applicants

- Search and apply for jobs
- Sign up for jobMail notifications about positions that interest you.

On-Campus Employers

- Create and post jobs
- Review applications
- Hire students
- Manage timesheets
- Employment guidelines and required documents.

Off-Campus Employers

- Create and post jobs
- Review applications
- Non-profit community service agencies may submit an 'Interest Form' to participate in UTRGV Work Study Program

On-Campus Employers > click **JobX Login**

On-Campus Employers

Post available job positions, review applications, and hire employees. Employment guidelines and required documents are at your fingertips!



Student Employment News

[Forms & Information](#)

General information about posting jobs, hiring, and access to all University student employment forms.

[JobX Website](#)

[JobX on Campus Supervisor Training Presentation](#)

[JobX on Campus Supervisor Training Video](#)

Employer Tools

[JobX Login](#)

Login to post jobs, hire students, and access student applications.

[TimesheetX Login](#)

Login to post jobs, hire students, and access student applications.

[Request Access to Site](#)

Click above if you are an On-Campus Employer who has never been granted access to the site.

Login to JobX (SSO login with UTRGV credentials)

Attention!

You are required to log-in to use the system. Enter your username (email address) and password.

By logging-in I understand and acknowledge:

- Any unauthorized review, use, disclosure, or distribution of confidential information contained in this system is strictly prohibited.
- I agree to access and use information contained within this site for my employment duties only.
- Any misuse or unauthorized release of confidential information may be grounds for discipline or legal action.

Please Log In!

Email Address

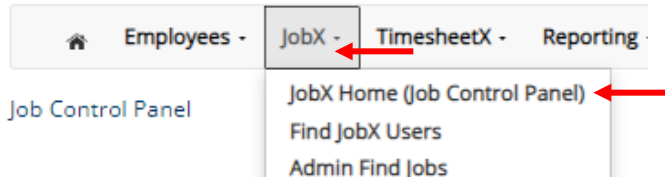
Password

Login

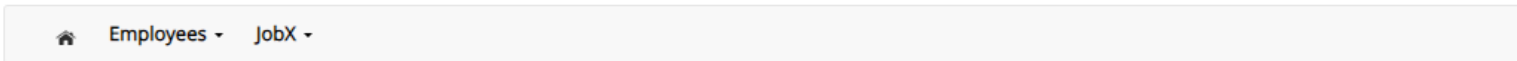
[Forgot Password?](#)

[Employer - Create Account Request](#)

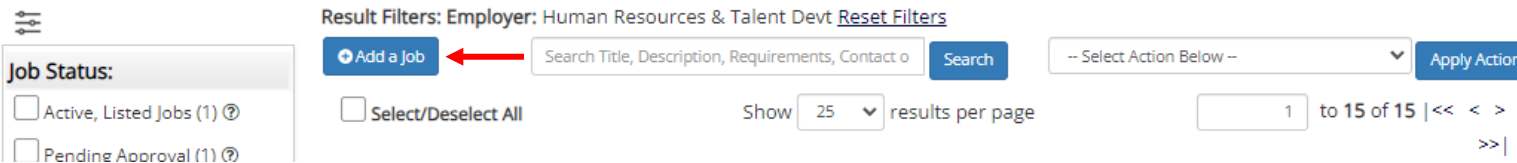
Click on **JobX > JobX Home (Control Panel)**



Click on **Add a Job**



Job Control Panel



Select the **job type** for the job posting > click **Go to next step**

Note: The **employer** will automatically select the department you work with. If you supervise in multiple departments, you will have the option to select the employer.

>> Step 1: Supply Job Profile information >> Step 2: Review Job Application >> Step 3: Go Live

Please Choose a Job Type

Part-Time Non-Student or Temp Staff Assignment	▼
Choose one...	
On-Campus Work-Study Jobs	
On-Campus Direct Wage Jobs	
Student Experience Internship	
UG Research Assistants	
AmeriCorps	
Part-Time Non-Student or Temp Staff Assignment	
Professional Temp Staff	

Go to next step



Fill out the job posting information > click **Submit**

Note: Fields with a red asterisk are required.

Part-Time Non-Students: Part-time jobs that do not require a bachelor's degree or are for clerical duties must be performed by students enrolled during the period of assignment. Only part-time jobs that require specific skills and/or education can be performed by non-students. Part-time non-student employees cannot work more than 19 hours per week and the department must provide a reason for hiring a non-student for the part-time position.

Temp Staff: An employee hired as Temporary Non-Exempt Staff can work between 20 to 40 hours for up to 90 days (if direct wage with no benefits) or 4 ½ months (if direct wage with benefits). After reaching the limit, the employee must wait 13 months from the last day they worked as Temporary Non-Exempt staff to reapply for that classification/job code description again. Under a different title, the individual could work up to 19 hours each week. Please contact Salary Administration for hiring recommendations or contact HR-Compensation to discuss establishing a permanent position if any further time is required after completing either the 3 or 4 ½ months.

Job Category * <small>α29</small>	<input type="text" value="Choose one..."/>	← Select job category that best describes the job.
Please use this guide when selecting your job title.		
Job Title * <small>Example: Front Desk Receptionist</small>	<input type="text"/>	← Specific Job Title. For example: Office Assistant – Human Resources (Part-Time Non-Student).
Job Scope	<input type="text"/>	
Job Location <small>Place of employment</small>	<input type="text"/>	Job location is recommended.
Campus Building	<input type="text"/>	
Room Number	<input type="text"/>	
Job Description * <small>Please be as detailed as possible.</small>	<div style="border: 1px solid #ccc; padding: 5px;"><p>html B <i>I</i> <u>U</u> </p><p>← Job Description must include the following:</p><ul style="list-style-type: none">- Duties- Tentative Schedule (office hours)- Job Code- Additional information regarding the job</div>	
Job Requirements * <small>Please be as detailed as possible.</small>	<div style="border: 1px solid #ccc; padding: 5px;"><p>html B <i>I</i> <u>U</u> </p><p>← Job Requirements must include the following:</p><ul style="list-style-type: none">- Requirements- Qualifications- Certifications/Licenses (if applicable)</div>	

Division Head Approval for Job Posting *

Paste the text from the email approving the job.



All Part Time Non Student postings require division approval. Please copy/paste or attach the division approval email in order to proceed.

Technical Skills

Technical Skills - The skills vary based on the position. For example, a CPA needs to have auditing skills, teachers need lesson planning skills, architects need autoCAD (computer aided design) skills, construction workers need to know how to use a variety of tools, and hair stylists must know hair coloring techniques.

Choose Skills

Soft Skills

Soft Skills - What skills might the employee learn while employed.

Choose Skills

Number of Available Openings *



Number of hires for this job posting.

Hours per Week

10.0 to



Select range of hours per week that will be worked.

Start Date *

Please enter either an exact date in the form mm/dd/yyyy or a brief description (i.e., "ASAP").



Anticipated Start date of employment.

End Date *

Please enter either an exact date in the form mm/dd/yyyy or a brief description (i.e., "At completion of project").



End date of employment.

Time Frame * ^{s?}

Choose one...



Select the time frame, based on the dates of employment.

Any hourly rate above \$16.00 will require Compensation review and approval.

For Part Time Non Student or Temp Staff Assignment, please select an hourly pay rate.

Pay Range: From To



Select the pay rate range. If no range, select the same amount in both fields.

If there is no flexibility in the wage for this job, simply put the same value in the "From" and "To" boxes.

Every job must have one primary contact person (the next question). It may also have any number of secondary contact people.

Primary Contact Person *

Choose one...



Hiring manager (contact person)

Select a contact and the Data below will prefill from the Primary contact's user profile. You must clear the field if you do not want it displayed with the posting.

Phone Number

Email

Location *



Location for Primary Contact Person

Secondary Contact People ^{s?}

Ctrl + click to select multiple

Select Some Options

Do you wish to collect online applications for this job? Yes No

Featured Job?

No

Submit



After submitting the job posting > review the **job application**

Note: this is what the applicant will have to fill out in order to apply to the job posting.

Fields with a red asterisk cannot be removed from the application.

The job data was successfully saved. However, the job is not posted on the website. There are two more steps. First, please review the job application below and edit it to your preferences.

Timer
59:27

Pending Job Application - Human Resources & Talent Devt - HR Student Assistant

General

Please Note: To be filled out by the applicant

Email *

Confirm Email Above *

First name *

Middle name

Last name *

Are you a current UTRGV employee? *

Were you a previous UTRGV/UTB/UTPA employee? *

If you are a current employee, please provide your Employee ID.

[Save Application](#)

[Pick from Existing Questions](#) [Create a New Question](#)

Click here to move or remove the question.

Note: Additional questions can be added by clicking on **Pick from Existing Questions** or **Create a New Question**



[Pick from Existing Questions](#) [Create a New Question](#)


Create a New Question > click **Add Question**



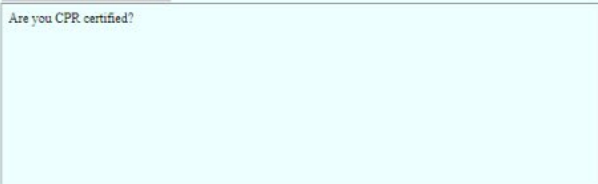
Note: be advised that questions regarding Gender, Overall GPA, Residency Status, etc. will not be accepted.







Refer to the example below:



Question Details

Question Type 
Single Choice  ← *Select either single line, multiple line, single choice, multiple choice, date, file upload, or instructional text.*



Question Name 
CPR Certification ← *Enter abbreviation of the type of question being asked.*



Question Label 

Are you CPR certified?
 ← *Type your question here.*



Question Choices 
Yes  
No  
  ← *If you would like other question choices aside from “Yes” and “No”, please add the choices here. You may also remove these preset two choices.*


Default Value 
(none) 

Application Behavior

Application Section 
Select an existing section  Create a new section ← *Here, you can select which section you would like to insert your custom question.*

Other flags
 Application input is required  ← *Select if you want your custom question to be required or optional.*
 Prefill this question from previous answer? 

Where To Add This Question? 
After "Skills"  ← *Here, you can select the order in which you would like to insert your custom question.*

 ← *Once custom question is finalized, click “Add Question”.*

The job data was successfully saved. However, the job is not posted on the website. There are two more steps. First, please review the job application below and edit it to your preferences.

Timer
59:27

Pending Job Application - Human Resources & Talent Devt - HR Student Assistant

General

Please Note: To be filled out by the applicant

Email *

Confirm Email Above *

First name *

Middle name

Last name *

Are you a current UTRGV employee? *

Were you a previous UTRGV/UTB/UTPA employee? *

If you are a current employee, please provide your Employee ID.

[Save Application](#) ← Review custom question(s) if created, and once everything is set up the way you want it, click "Save Application".

[Pick from Existing Questions](#) [Create a New Question](#)

You are adding a brand new job to the web site for:

>>[Step 1: Supply Job Profile](#) >> [Step 2: Review Job Application](#) >> [Step 3: Go Live](#)

Human Resources & Talent Devt - DW Student Assistant - HR Front Desk

Please choose an option

1. When do you want to list the job on the web site?
2. Do you want JobMail to be sent when the job is listed?
3. For how many days do you want the job to be listed on the site?

← You may select when your job will be listed on JobX once it has been reviewed and approved by Student Employment.

← You may select "Yes" or "No" to getting notifications regarding your job posting such as when candidates apply to your job.

← Recommended to select no more than 2 weeks. Should you need to have post open for longer, please contact Student Employment.


When all the above information looks correct... [Click here to finish!](#)

← Review post and "Click here to finish!" once everything is correct.

Human Resources & Talent Devt - DW Student Assistant - HR Front Desk

Congratulations! Your job is listed on the web site.

What would you like to do now?

- [View the job details \(for printing, etc.\)](#)  Click here to review job details and to see your Job ID number.
- [Return to your control panel.](#)


[[Print This Window](#)] [[Close This Window](#)]

DW Student Assistant - HR Front Desk	
Job ID	6736
Job Type	On-Campus Direct Wage Jobs
Employer	Human Resources & Talent Devt
Job Category	HR

You will find your Job ID here; this will be useful to have when inquiring about the status of your job and to search for your job on your Control Panel.

You have now successfully posted a job on JobX! Please note, that your job posting will go into "Pending Approval" status until Student Employment reviews and approves your job posting. All Part Time Non Student postings are required to be listed for a minimum of 3 days and might require additional information for review.

****PLEASE NOTE:** Do not “Inactivate” your posting if you want to close it as this will cause the entire posting and applicants to be deleted.

Update Status	
Active, Listed	» Current Status -- Click to update remaining days listed on site
Active, Not Listed	» Click to change to  <i>Please select this option if you no longer want to receive applications.</i>
Inactive	» Click to change to

For more information or assistance, please contact studentemployment@utrgv.edu.