Community Service Learning – How to Post a Job

**Step 1:** Navigate to uni.edu/careerservices

Once on the website, select Employer from the Job Board drop down menu

**Step 2:** Select Register to create a new account or sign in using your log in information (skip to step 4 if you already have log in information)
Step 3: Fill out the required information and any optional information you want to include.

Step 4: Once logged in, you will be presented the Home Screen with options of what to do next. Click on Create Job Posting to post a job.
Step 5: Fill Out the Job Description and other related information for the posting you are posting.

The Office of Financial Aid & Scholarships is seeking a loan assistant for the processing of federal loans and private loans that must be available to work over the summer. This individual will use the Student Information System (Campus Solutions) to assist in the processing of student and parent loans, private education loans, and other adjustments to a student’s financial aid package. The candidate will work closely with the loan staff to efficiently process all loans in a timely manner. Frequent communication with borrowers is required via email and/or phone contact.

Qualifications:
Candidate should be neat, very organized, detail-oriented, and comfortable interacting with staff, students and parents. This position requires the ability to do tedious and repetitive tasks while maintaining focus, as well as the ability to maintain strict confidentiality. The candidate will be a team member, personable, and have a genuine interest in learning about and understanding financial aid. Excellent oral and written communication skills are prerequisite for this position.
*After completing the job post, submit it and the posting will go to the job board and you can start receiving applications.

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