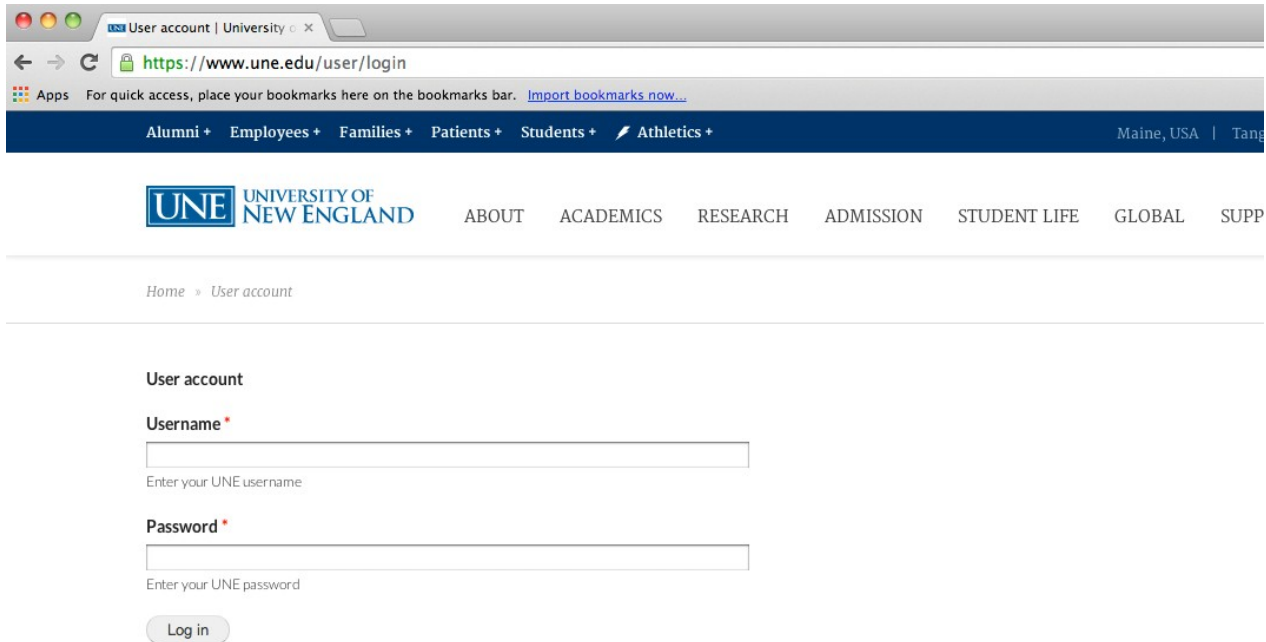


# Creating, Editing & Managing Work Study Position Listings

## Logging in

Go to [www.une.edu/edit](http://www.une.edu/edit) and log in using the credentials you use to log into U-Online.



USA User account | University of New England

← → ↻ <https://www.une.edu/user/login>

Apps For quick access, place your bookmarks here on the bookmarks bar. [Import bookmarks now...](#)

Alumni + Employees + Families + Patients + Students + Athletics +

Maine, USA | Tangier

**UNE** UNIVERSITY OF NEW ENGLAND

ABOUT ACADEMICS RESEARCH ADMISSION STUDENT LIFE GLOBAL SUPP

Home > User account

**User account**

**Username \***

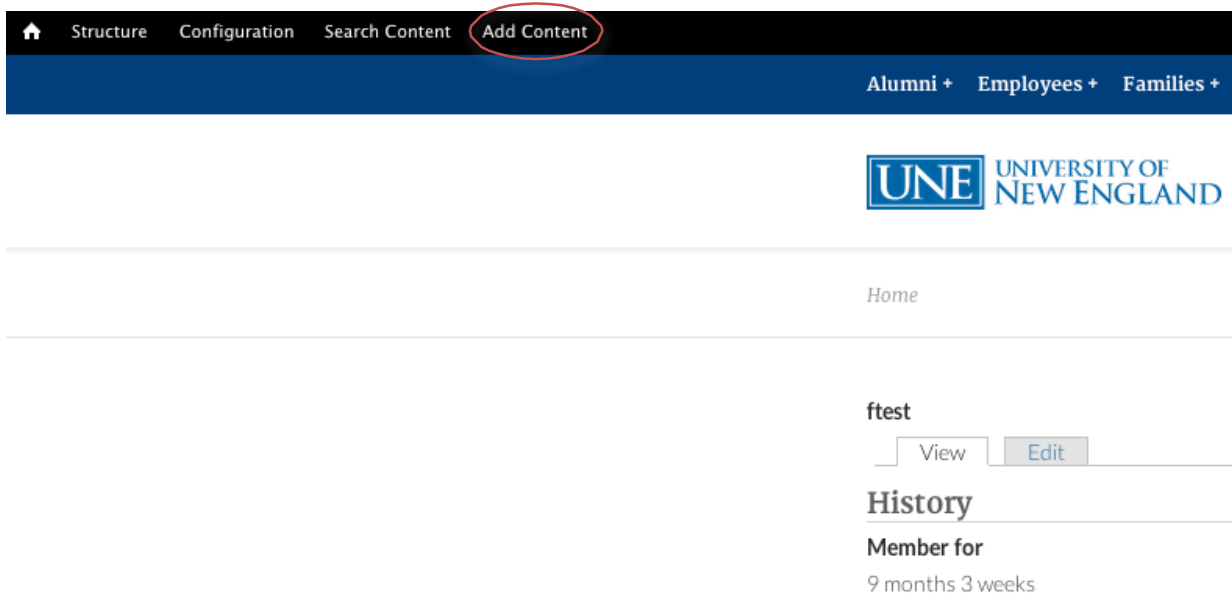
Enter your UNE username

**Password \***

Enter your UNE password

Log in

In the black bar on top of the screen, select “Add Content.”



Home Structure Configuration Search Content **Add Content**

Alumni + Employees + Families +

**UNE** UNIVERSITY OF NEW ENGLAND

Home

**ftest**

View Edit

**History**

**Member for**

9 months 3 weeks



## Main

On the “Main” tab, create the job listing. Enter the job title and select the department for which the student will be working.

Create Work Study Opportunity

The screenshot shows a web form titled "Create Work Study Opportunity". On the left is a navigation menu with tabs: "Main" (circled in red), "Details", "Settings", "Revision information" (with sub-tab "No revision"), "Authoring information" (with sub-tab "By ftest"), and "Publishing options" (with sub-tab "Published"). The main form area contains the following fields:

- Title \***: A text input field.
- Department**: A dropdown menu currently showing "- None -".
- Contact**: A text input field with a search icon on the right.
- Location**: A text input field.
- Campus**: A dropdown menu currently showing "- None -".
- Description (Edit summary)**: A rich text editor with a toolbar containing icons for bold, italic, text color, background color, bulleted list, numbered list, link, unlink, insert link, insert image, insert table, undo, redo, source, and print. Below the toolbar are "Format" and "Styles" dropdown menus.

## Identifying the Department

The departments are in a nested list, with large divisions such as the College of Arts and Sciences on the far left, and most specific internal divisions indented with hyphens.

To connect the job with a specific academic department, locate the college and the department within it. If the job is within another office or lab, you may find the office's name as its own individual choice (e.g. “Copy Center”) or embedded inside a larger group (e.g. many offices are contained inside the “Division of Student Affairs” group). Please look carefully at the list to locate the correct department. Contact April Forristall ([aforristall@une.edu](mailto:aforristall@une.edu)) or Sarah Wissler ([swissler@une.edu](mailto:swissler@une.edu)) in the Office of Communications if you do not find the appropriate department for your job listing.

- Division of Student Affairs
  - Athletics
  - UNE Hockey
  - UNE Intramural Sports
  - Undergraduate Student Government, Biddeford Campus
  - Career Services – Biddeford Campus
  - Career Services – Portland Campus
  - Community and Student Life
  - Counseling Services – Biddeford Campus
  - Counseling Services – Portland Campus
  - Department of the Campus Center & Student Involvement
  - BodyWise/FIT
  - Harold Alford Forum
  - Nor'easter News

## Contact

The “Contact” field will link the listing with the direct supervisor of the Work Study position. Begin typing the supervisor’s name in the field and select it from the list if it appears. If the supervisor’s name does not appear in the drop-down list, please contact April Forristall ([aforristall@une.edu](mailto:aforristall@une.edu)) or Sarah Wissler ([swissler@une.edu](mailto:swissler@une.edu)) in the Office of Communications for assistance.

Create Work Study Opportunity

<b>Main *</b>	<b>Title *</b>
<b>Details</b>	Chemistry Research Assistant
<b>Settings</b>	<b>Department</b>
<b>Revision information</b> No revision	--Department of Chemistry and Physics
<b>Authoring information</b> By ftest	<b>Contact</b>
<b>Publishing options</b> Published	doug
	Douglas Rollin Eppler
	Douglas H. Kay
	Doug Morin
	Douglas B Spicer
	Douglas L. Wood

## Location and Campus

The “Location” field should specify the building and possibly room where the job will be primarily based, as well as which campus the job will be located.

<b>Authoring information</b> By ftest on 2014-07-16 11:05:27 -0400	<b>Location</b>
<b>Publishing options</b> Published	110 Ginn
	<b>Campus</b>
	<input checked="" type="checkbox"/> - None -
	<input type="checkbox"/> Biddeford
	<input type="checkbox"/> Both Campuses
	<input type="checkbox"/> Off Campus
	<input type="checkbox"/> Online
	<input type="checkbox"/> Portland
	<input type="checkbox"/> Tangier

Summary

Format: B I x² Iₓ    Bullets    Lists    Indent    Paragraphs    Links    Images    Tables    Tables    Tables    Source    Undo    Redo

## Description

In the “Description” section, you will enter the work study job description. Use the row of function buttons at the top to format the text (e.g. bold, italicize, add bullets). Nothing will need to be entered into the “Edit summary” box.

**Description** (Edit summary)

Format: B I x² Iₓ    Bullets    Lists    Indent    Paragraphs    Links    Images    Tables    Tables    Tables    Source    Undo    Redo

Format    Styles    ABC

## Details

In the “Details” tab, you’ll enter further information about the job opportunity. If the job requires any particular skills, describe them here. Here you’ll also indicate the coverage needed for the position, as well as the term.

The screenshot shows the 'Details' tab of a job posting system. On the left sidebar, the 'Details' tab is selected and circled in red. Below it are 'Settings', 'Revision information' (No revision), 'Authoring information' (By ftest on 2014-07-16 11:05:27 -0400), and 'Publishing options' (Published). The main content area is titled 'Skills' and contains a rich text editor with a toolbar. Below the editor, the 'Text format' is set to 'Full HTML'. A section titled 'Coverage Needed' is circled in red and contains the following options:

- Weekdays (Mornings)
- Weekdays (Afternoons)
- Weekdays (Evenings)
- Weekends
- Term
  - Academic Year
  - Summer

## Publishing options

“Publishing options” is where you will indicate when the position has been filled and therefore no longer needs to be advertised. Uncheck the “Published” box and the position will no longer appear on the website until the box is checked.

The screenshot shows the 'Publishing options' section of a job posting system. On the left sidebar, the 'Publishing options' tab is selected and circled in red. The main content area shows the following options:

- Published (circled in red)
- Promoted to front page
- Sticky at top of lists

