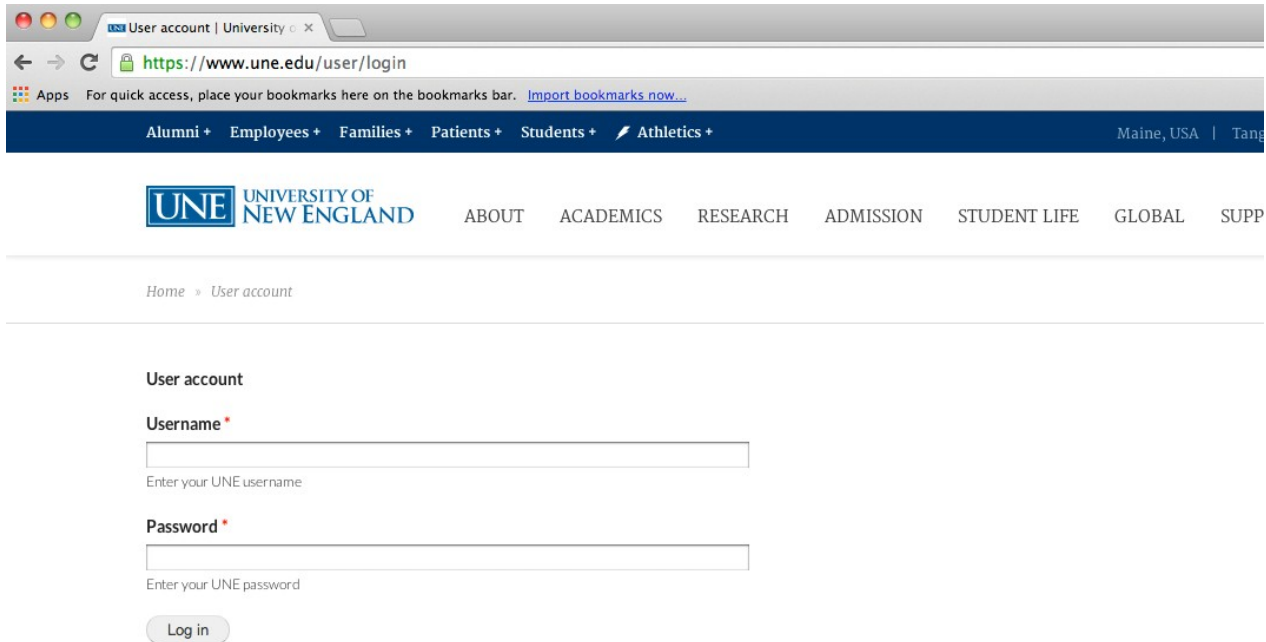# Creating, Editing & Managing Work Study Position Listings

Logging in

Go to www.une.edu/edit and log in using the credentials you use to log into U-Online.
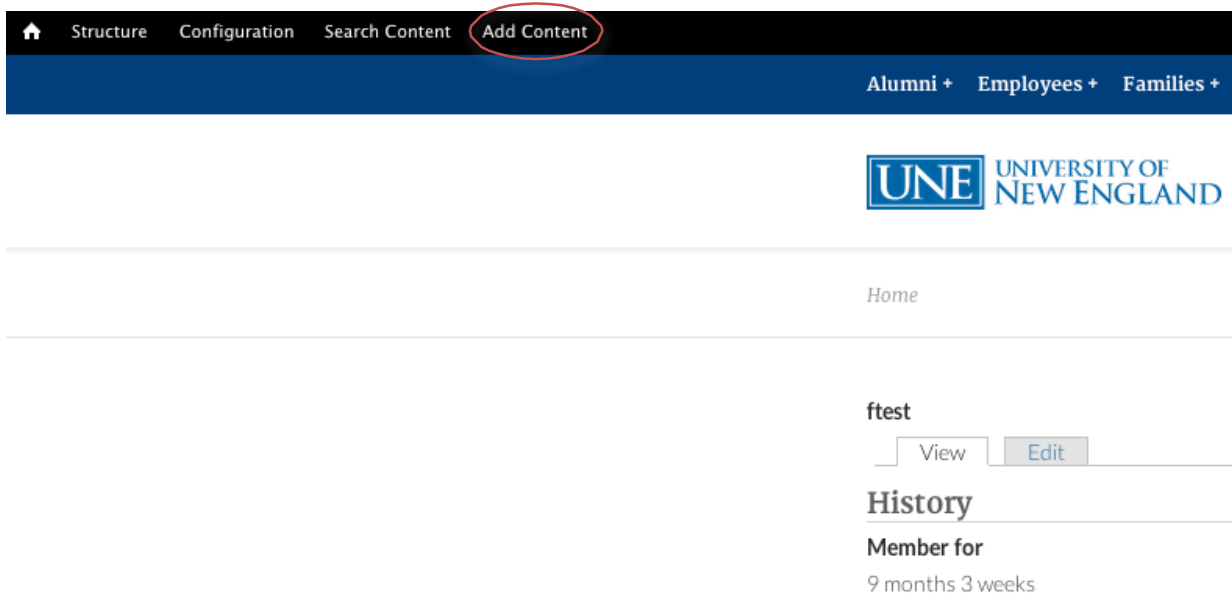
In the black bar on top of the screen, select "Add Content."

Building Your Position Listing

Create a Work Study position listing. Navigate the listing by clicking on the tabs in the menu on the left. Save progress at any time by clicking the "Save" button on the lower left of the screen.

If at any point you save progress and need to return to your home editing page, click "Hello JSmith" in the upper right and you'll be brought back to your user page.

Main

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

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) or Sarah Wissler (swissler@une.edu) in the Office of Communications if you do not find the appropriate department for your job listing.

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) or Sarah Wissler (swissler@une.edu) in the Office of Communications for assistance.

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.

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.

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.

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.

Revision information and Authoring information

"Revision information" and "Authoring information" – contain information used by the web and tech team; you do not need to enter or change any information here.

Your updated listing

Once the position has been credited/updated, a confirmation that the listing has successfully been updated will appear. You can return and edit the listing at any time.

✅ Work Study Opportunity *Test Work Study Opportunity* has been updated.

| View | Edit | Outline | Log |

Test Work Study Opportunity

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Skills

This job requires attention to detail and a familiarity with Microsoft Office, particularly Excel. Applicants for this position should be:

- friendly
- dependable
- able to work independently

Coverage Needed

- Weekdays (Afternoons)

Department
Marketing & Communications

Location
110 Ginn

Campus
Both Campuses

Contact

Josh Pahigian writes and manages content for various print and web-based platforms to promote UNE.