HireSU: How to Post a Job
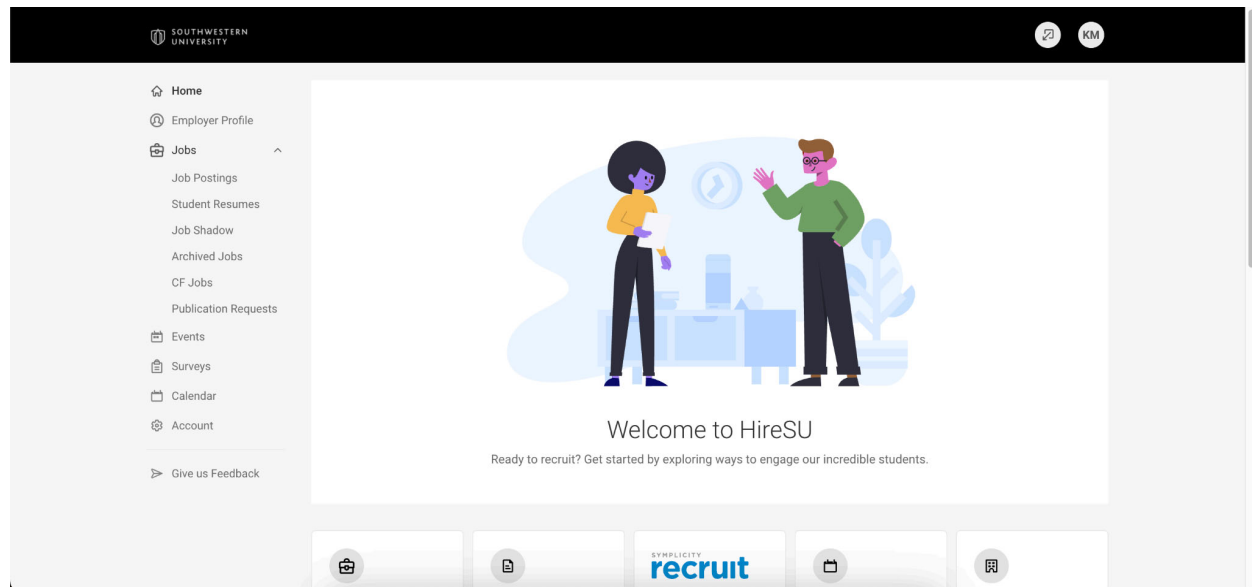
Step 1: Navigate to HireSU and log in using "Employer Login" to bring up the homepage

Step 2: From the homepage, select "Jobs" and then "Job Postings" from the left navigation to bring up the Position Postings page. Scroll down until you see "Post A Job" and then select "This School Only"

KM

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Position postings

‹ Job Postings (non-OCR) | Student Resumes (non-OCR) | Multi-school postings (fee) | Job Shadow | Archived Jobs | CF Jobs ›
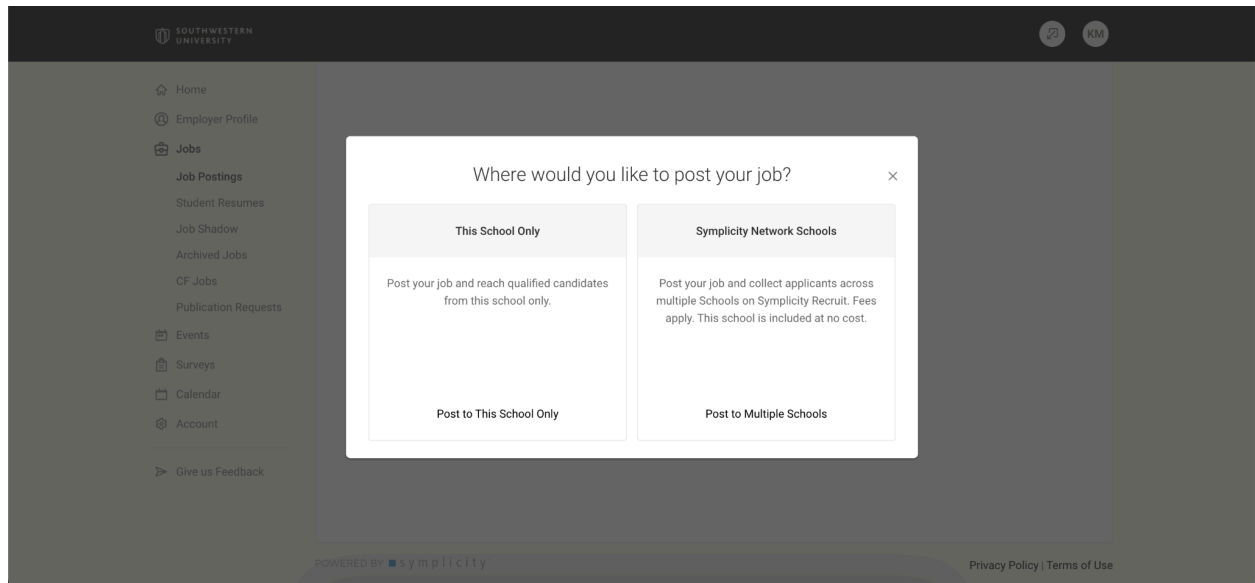
Keywords
(searches job title, ID, description, and organization name: min. 3 characters.)

Contact Name

[Search] [Clear] More Filters

No Records Found

[Post A Job]

Step 3: Fill in all of the *required information. (Optional: If you've posted a job in the past, you can select "Show Archived" to select a previous job posting to copy and edit).

- 3A: Select "Accumulate Online" to gather all applications to review on HireSU
- 3B: Select "Cover Letter" under additional documents. Describe what you're looking for in the cover letter in "Requested Document Notes" (i.e. why they want the position, availability, what skills they bring)


- 3C: Submit "Georgetown, Texas United States" as the Location as specific campus buildings are not available as options.

- 3D: Include your position's tier pay range under Compensation.

Years in Position	Student Associate	Student Coordinator	Skilled Student Associate
Level 1	$8.00-$11.00	$9.00-$12.00	$10.00-$13.00
Level 2	$9.00-$12.00	$10.00-$13.00	$11.00-$14.00
Level 3	$10.00-$13.00	$12.00-$15.00	$12.00-$16.00
Level 4	$11.00-$15.00	$13.00-$18.00	$13.00-$20.00

Step 4: Select "Submit" to complete the job posting. It will become visible on the date you selected for the "posting date"

Next, your job will automatically be labeled as "Not Approved" and will need to be reviewed by a member of the Center for Career & Professional Development to ensure all information is present and accurate. (Note: this does not mean your position was rejected).
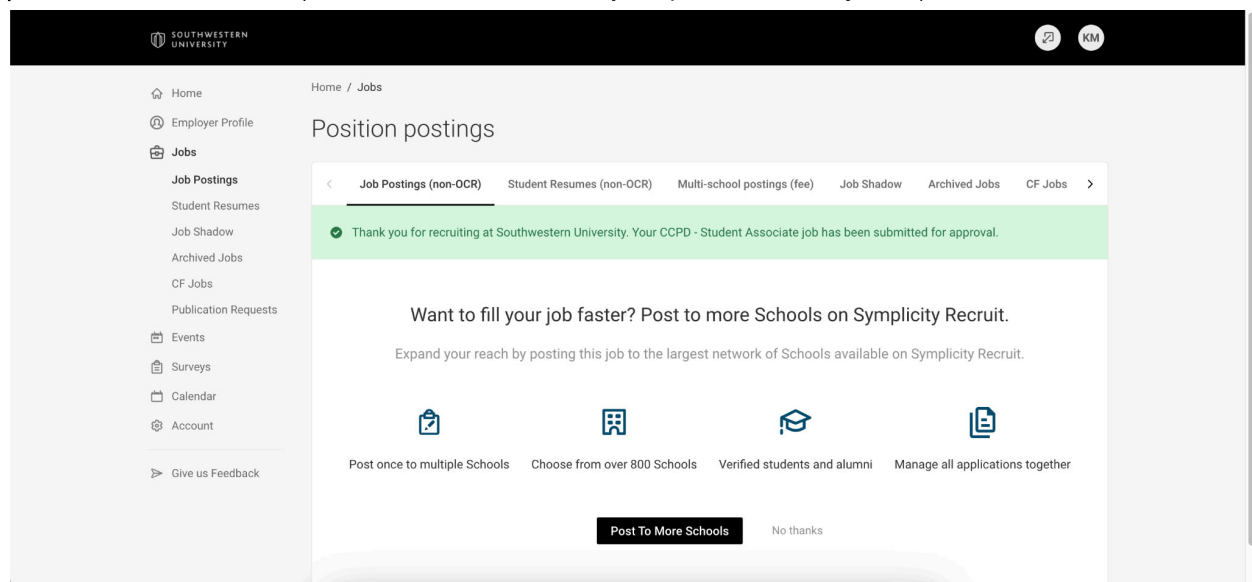
You will receive an email confirming that your position has been submitted for approval. Following, you will receive an email notifying you when your position is approved and when it will become visible to students.