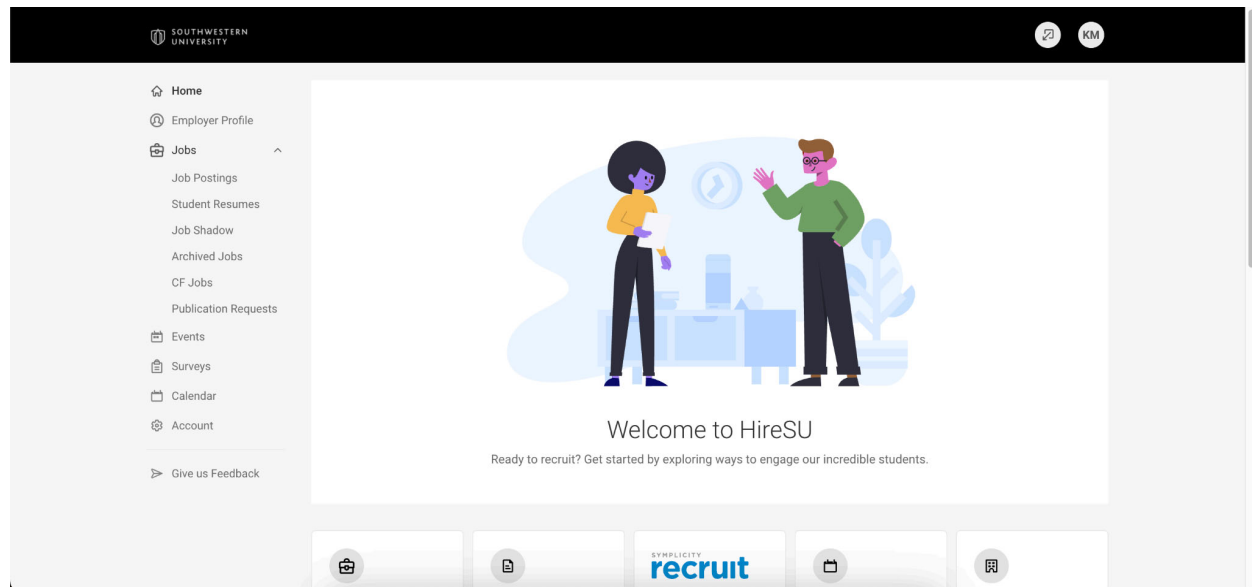



## HireSU: How to Post a Job

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”

SOUTHWESTERN  
UNIVERSITY

JD

KM

Home

Employer Profile

Jobs

Job Postings

Student Resumes

Job Shadow

Archived Jobs

CF Jobs

Publication Requests

Events

Surveys

Calendar

Account

Give us Feedback

Home / Jobs

Position postings

<Job Postings (non-OCR)Student Resumes (non-OCR)Multi-school postings (fee)Job ShadowArchived JobsCF Jobs>

Keywords


(searches job title, ID, description, and organization name: min. 3 characters).

Contact Name

Search

Clear

More Filters

SOUTHWESTERN  
UNIVERSITY

JD

KM

Home

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Jobs

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Student Resumes

Job Shadow

Archived Jobs

CF Jobs

Publication Requests

Events

Surveys

Calendar


Account

Give us Feedback

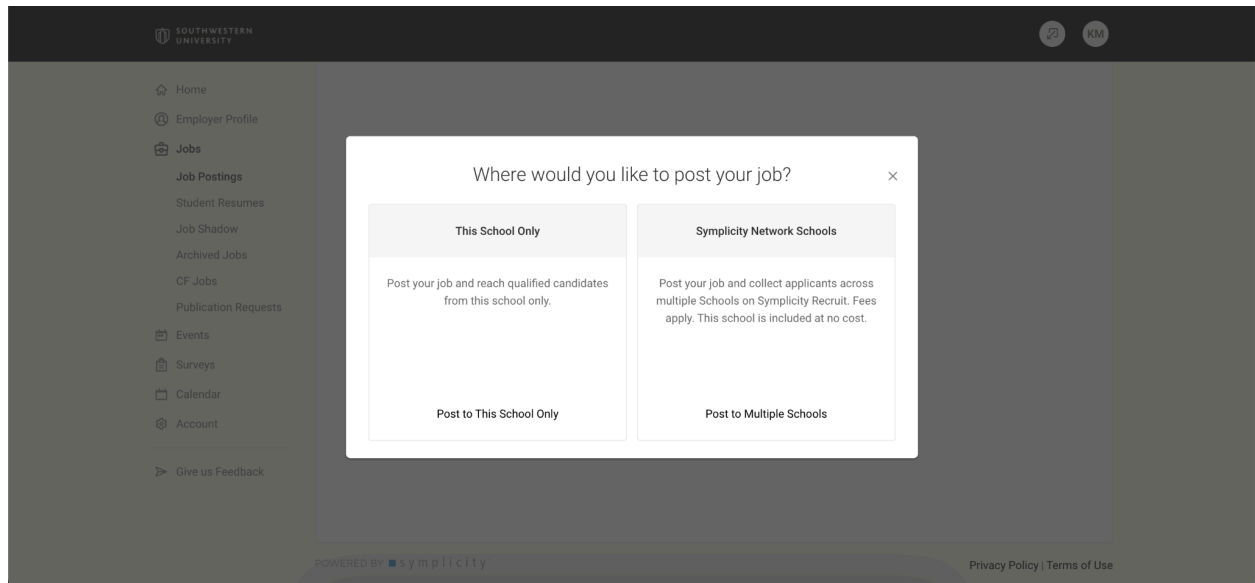
No Records Found

No Records Found

Post A Job

POWERED BY  simplicity

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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)

The screenshot shows the job posting form in the Southwestern University Symplicity recruitment portal. The form includes the following sections:

- How to apply \***: Choose how you would like to receive student resumes. If you select "Other" you will have the opportunity to describe process in "Application Instructions."
  - ☐ E-mail
  - ☒ Accumulate Online
  - ☐ Other (enter below)
- Additional Documents**: Which additional documents do you require?
  - ☒ Cover Letter
  - ☐ Unofficial Transcript
  - ☐ Writing Sample
  - ☐ Other Documents
- Requested Document Notes**: Please indicate any special instructions regarding requested documents.
 

Attach a cover letter including why you're interested in this position, what previous customer service experience you have, and what hours you have available on a regular basis Monday-Friday 8am-5pm.
- Southwestern Connection?**: Are you a Southwestern alum, parent, or volunteer, or are you posting on behalf of one?
  - ☐ Yes
  - ☒ No
- Application deadline \***: Job posting will expire/be removed on this date. If you do not have a deadline, we recommend posting your job for one month. Once you hire someone, you can log in and

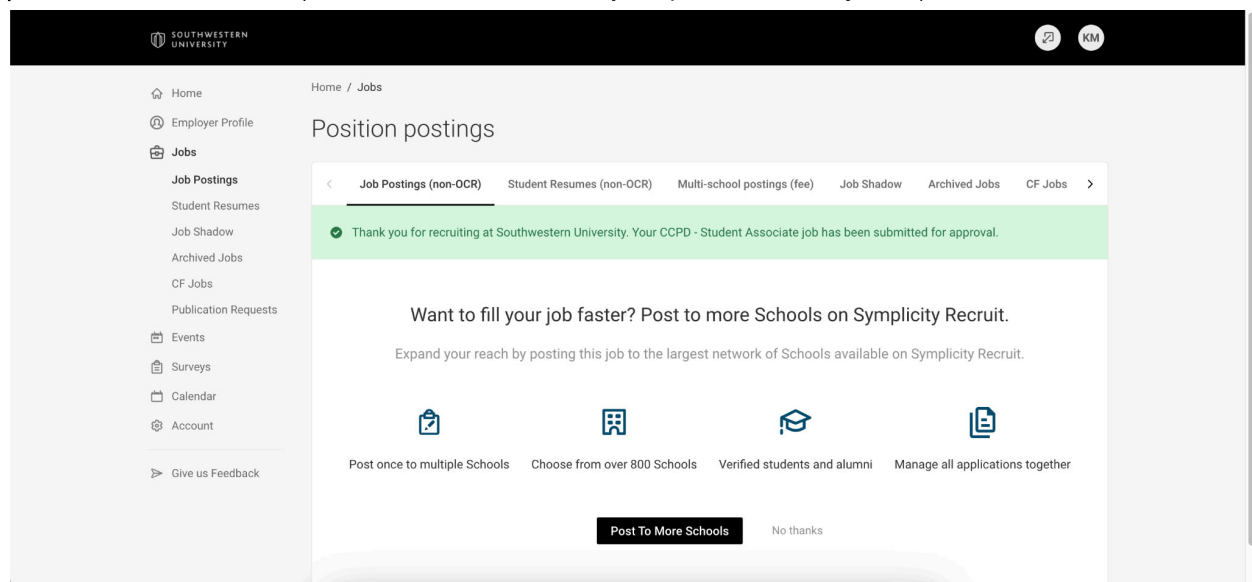
- 3C: Submit "Georgetown, Texas United States" as the Location as specific campus buildings are not available as options.

- 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.