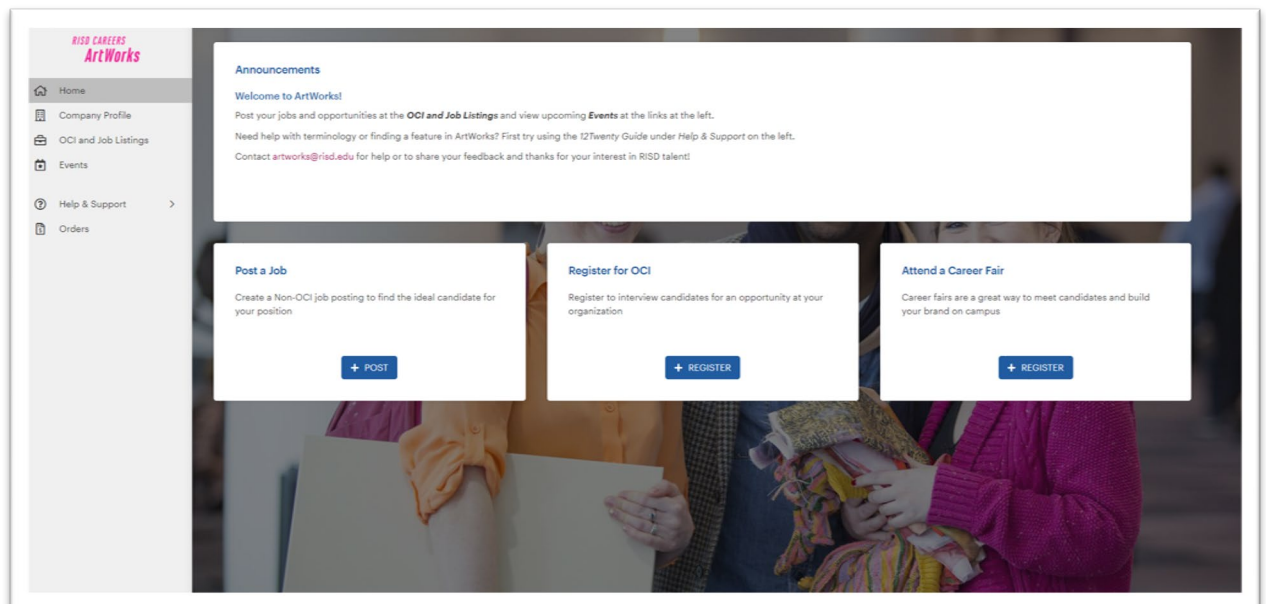


Posting an Hourly Paid On Campus Job to Artworks



- Go to <https://risd.12twenty.com/hire>
- Input your account email address and password and hit “Employer Log In”



- Click on “Post a Job” This will bring you to the “Create a Job Posting” Screen

Create Job Posting

Job Details

Employer*

Job Title*

Type of Job*

Location Type*

Location*

Preferred Years of Experience*

Interview Format*

Work Authorization Requirement*

Industry*

Employer Website*

Hours Per Week*

Supervisor*

WFO Hours of Interview*

Summer (Membership Only)*

Wage/Salary Type*

Application Method(s)*

Apply via this site* ☐ Yes ☐ No

Apply via External Link* ☐ Yes ☐ No

Apply via Email* ☐ Yes ☐ No

Job Description

Job Description, Qualifications & Requirements*

- This screen contains nine distinct sections:
 1. Job Details
 2. Application Method(s)
 3. Job Description
 4. Application Document Requirements
 5. Job Dates
 6. Interview Detail
 7. Applicant Notifications
 8. Primary Job Contact
 9. Eligibility
- **Every field in each of the above sections that has an asterisk (*) needs to be filled in**

Section 1: Job Details

The screenshot shows the 'Create Job Posting' form with the 'Job Details' section active. The form includes fields for Employer* (prefilled with 'RISD'), Job Title*, Type of Job (dropdown), Location Type (dropdown), Location* (with country and city dropdowns), Preferred Years of Experience, Interview Format (dropdown), Work Authorization Requirement (dropdown), Industry* (dropdown), Employer Website* (text), Hours Per Week, Supervisor, RISD Majors of Interest (dropdown), Semester (Internships Only) (dropdown), and Wage/Salary Type (dropdown). There is also an 'Add Additional Location' link. Below these fields is the 'Application Method(s)*' section with radio buttons for 'Apply via This Site*', 'Apply via External Link', and 'Apply via Email'. At the bottom is a link for 'Job Description'.

- **Employer*:** This will prefill to **RISD**. **Do not change this!**
- **Job Title*:** Title of Job. This is where you can add your department's name. Example: Office Assistant. Student Financial Services (**On Campus Job. RISD's Office of Student Employment**)
- **Type of Job:** For hourly paid jobs choose “**RISD Student Employment Hourly Paid On Campus**” from the drop-down menu. **This section needs to be filled out or the posting will not be approved!**

The screenshot shows a dropdown menu titled 'RISD Student Employment Hourly Paid On Campus'. It contains a search bar, a 'Select all' checkbox, and three checkboxes: 'Full-Time Job', 'Part-Time Job', and 'Internship'. The 'RISD Student Employment Hourly Paid On Campus' option is selected and highlighted in blue.

- **Location Type:** Leave blank.
- **Location* Country** (USA). **City** (Providence RI).
- **Preferred Years of Experience:** N/A.
- **Interview Format:** From the drop - down menu you can choose what interview format is applicable or leave blank and put interview details in the job description (or both).
- **Work Authorization Requirement*** From the drop-down menu choose ***“All Work Authorizations Accepted”***.

The screenshot shows a form with several fields: 'Work Authorization Requirement', 'Industry *', 'Employer Website *', 'Hours Per Week', 'Supervisor', and 'RISD Majors of Interest'. The 'Work Authorization Requirement' dropdown menu is open, displaying the following options:

- All Work Authorizations Accepted (selected with a blue highlight and a checkmark)
- Select all
- Permanent US Work Authorization Required
- STEM eligible degree
- Other Work Authorization Required

- **Industry*** Choose from the drop down based on the needs of the job or choose all to cast a wider net.
- **Employer Website*** Link to your department’s website.
- **Hours Per Week:** The number of hours the student will be expected to work in a given period.
On average most hourly paid on campus positions will have students work between **8 – 20** hours per week.
 - *Domestic students are allowed to work up to 40 hours per week (inclusive of all jobs held on campus) during the regular academic year and during the summer.*
 - *International students are only allowed to work up to 20 hours per week (inclusive of all jobs held on campus) during the regular academic year due to visa regulations and up to 40 hours per week (inclusive of all jobs held on campus) during the summer.*

- **Supervisor:** Name of Student Supervisor
- **RISD Majors of Interest:** Choose from the drop-down menu based on the requirements of the job or “*Select All*” or “*No Preference*”.
- **Semester (Internships Only):** Choose semesters needed or leave blank. (This info can also be put in the job description if you prefer).
- **Wage/Salary Type:** From the drop-down menu, choose both:
 - **Federal Work Study:** Departments will be responsible for 75% of the student earnings and Federal Work Study funding will make up 25%
 - **RISD Department Paid:** Department is responsible for 100% of student’s earnings

Section 2: Application Methods

Application Method(s)* ⓘ

Which application method(s) would you like to require? At least one application method must be selected as "Yes".

Apply via This Site*

☒ Yes ☐ No

Apply via External Link ⓘ

☒ Yes ☐ No

External Job URL

Format: <http://www.sampleurl.com>

External Job ID

Apply via Email ⓘ

☒ Yes ☐ No

e.g. sample@domain.com

Format: sample@domain.com

- Choose which application method(s). At least one application method must be selected as “Yes”

Section 3: Job Description

Job Description

Job Description, Qualifications & Requirements* ?

← → **B** U *I* **S** *X* ¹/₂ **≡**

Drop files to attach, or [browse](#)

- Write job description in text box field. Things to include with the description:
 - The hourly pay rate. Use the [Student Wage Table](#) for reference.
 - Ask the student to send their class/studio schedule if available.
 - Ask the student to indicate if they have Federal Work Study as part of their financial aid package.

Section 4: Application Document Requirements

Application Document Requirements

Request or require students to submit below documents when applying to this job:

Document Type	Document Display Name	Is Required?
Resume	Resume	<input checked="" type="checkbox"/>
URL	Portfolio / Reel URL	<input type="checkbox"/> ✖
Other	Portfolio Sample	<input type="checkbox"/> ✖

+ Add Additional Document Type

- Choose what application document(s) are required to apply for position. “Resume” is the default option and cannot be removed. The “URL” and “Other” options may be checked or removed as necessary. It is advisable that you put this information in the job description as well.
 - *Note: Remember that most students (especially undergraduates) may not have a resume and requiring one may prevent a student from applying to a position.*

Section 5: Job Dates

Job Dates

Application Begins On*	<input type="text" value="08/04/2022"/>	<input type="text" value="H:MMpm"/>
Application Deadline*	<input type="text" value="09/03/2022"/>	<input type="text" value="H:MMpm"/>
How do you plan on reviewing your applicants?*	<input type="radio"/> I will review applicants as they come in, and may close the job posting early <input type="radio"/> I will wait until the end of the application period to review all of the applicants	
Anticipated Job Start Date	<input type="text" value="MM/DD/YYYY"/>	
For Immediate Hire	<input type="radio"/> Yes <input type="radio"/> No	
Employment End Date	<input type="text" value="MM/DD/YYYY"/>	

- In the Job Dates field put the dates when the application window opens and closes. The default application deadline is one month. Change as necessary.
- The Application Deadline date will also alert Artworks on when the post will be removed and the system will do so automatically. If you need to change these dates at any time you may do so.
- A beginning and end time* need to be put in as well.
- Choose the applicable “How do you plan on reviewing your applicants? *
- Choose either **Anticipated Job Start Date** or **For Immediate Hire**, whichever is applicable.
- Put in the Employment End Date, if necessary (this information should also go in the job description).

Section 6: Interview Detail

Interview Detail

If available, please specify the interviewer(s) below.

Interviewer

-- Select a Contact --

- Select a Contact --
- Michael Cameron (Director of Admissions - Rhode Island School of Design)
- Debbie Chen (Graduate Program Director - Rhode Island School of Design)
- Alba Corrado (Professor - Rhode Island School of Design)
- Lee Eastman (Administrative Assistant, Auxiliary Services - Rhode Island School of Design)
- Aaron Forrest (Rhode Island School of Design)
- Carol Lostritto (Graduate Program Director - Rhode Island School of Design)
- Ryan McCaffrey (Rhode Island School of Design)
- Kathleen Ramcharran (Recruiting Coordinator - Rhode Island School of Design)
- zixu wang (Program assistant - Rhode Island School of Design)
- Bridget Wiffin (Executive Director, CFR - Rhode Island School of Design)
- Peter Yeadon (Rhode Island School of Design)

Applicant Notifications

🔔 Notify primary job contact of new applications

🔔 Notify primary job contact with application packet at the job posting deadline

Primary Job Contact

+ New Contact

- If the person interviewing is different from the person posting the job, enter that information here. This information should also be in the job description so you may leave this blank as well.

Section 7: Application Notifications

Applicant Notifications

🔔 Notify primary job contact of new applications

Off

🔔 Notify primary job contact with application packet at the job posting deadline

Off

- Check off applicable notifications here. Hover over the “**Question Mark**” icon for an explanation of each notification.

- **Section 8: Primary Job Contact**

Primary Job Contact Use My Information

Name* *Required
☒ Make Visible to Students

Title* *Required
☒ Make Visible to Students

Email* *Required
☒ Make Visible to Students

Phone* *Required
☐ Make Visible to Students

Address* *Required
☐ Make Visible to Students

City

Country *Required
☐ Make Visible to Students

Postal Code

Is Alumnus ☐ Yes ☐ No

- Click on the “Use My Information” button. This will prefill the fields with the information used when creating your account. Edit as necessary.

Section 9: Eligibility

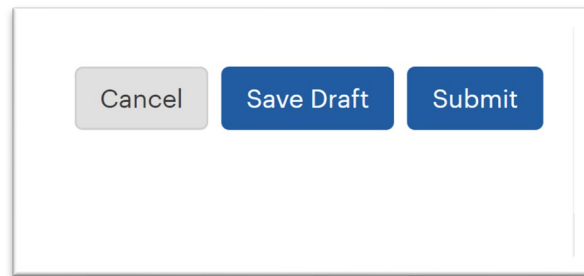
Eligibility
The criteria below determines who can view and apply.

Student Group*

- From the “Student Group*” drop-down menu, choose the student population you would like to target the job too. Best practice suggests that you choose all of the following for on campus hourly paid student jobs:

1st Year Undergrad, Sophomore, Junior, Senior, Fifth Year, 1st Year Grad, 2nd Year Grad, 3rd Year Grad.

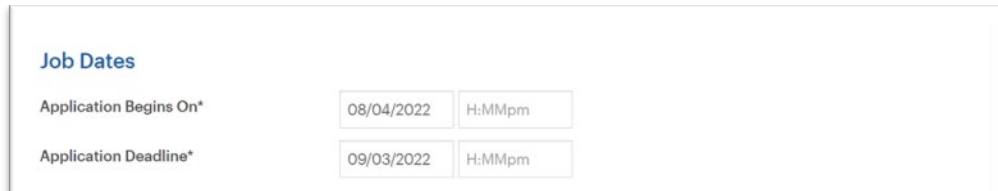
Submitting the Job



- ✓ **Cancel** to not submit posting
 - ✓ **Save Draft** to come back to the post later
 - ✓ **Submit** to send job for approval.
- Upon hitting **Submit**, a message will appear on the screen that your submission was successful and is waiting for approval.
 - The Office of Student Employment will approve jobs within 24 hours of submission. If any changes or major edits need to be done to the post, we will contact you as soon as possible
Once the job is approved, you will receive a notification email.

Taking Down your Job Post

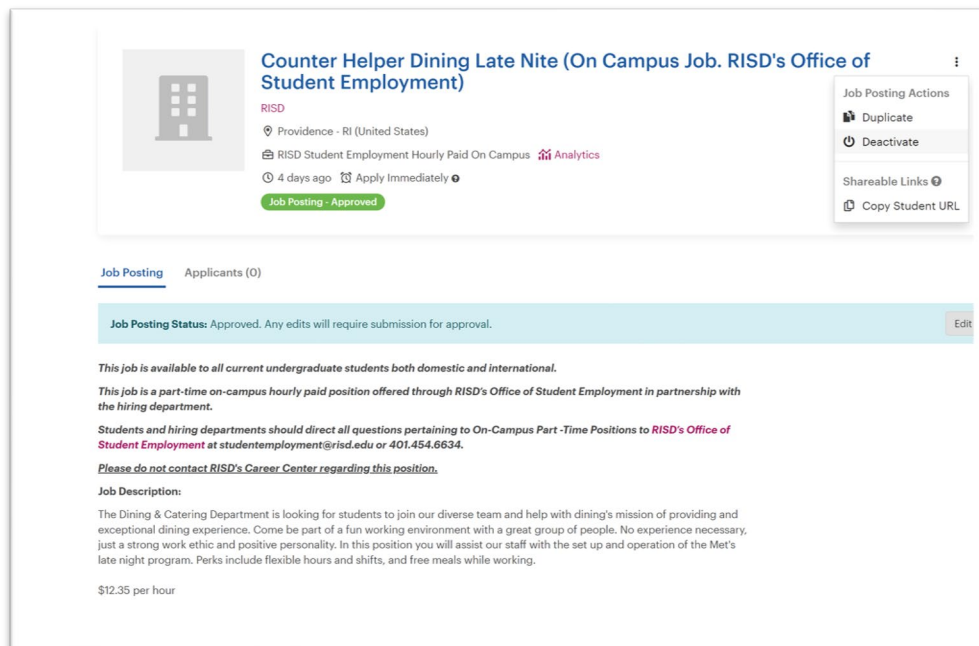
There are two ways to remove your job listing:



Job Dates

Application Begins On*	08/04/2022	H:MMpm
Application Deadline*	09/03/2022	H:MMpm

- In the Job Dates section, your job will be remove on the date that you put in the **Application Deadline** field:



Counter Helper Dining Late Nite (On Campus Job. RISD's Office of Student Employment)

RISD

Providence - RI (United States)

RISD Student Employment Hourly Paid On Campus Analytics

4 days ago Apply Immediately

Job Posting - Approved

Job Posting Actions

- Duplicate
- Deactivate

Shareable Links

- Copy Student URL

Job Posting Applicants (0)

Job Posting Status: Approved. Any edits will require submission for approval. Edit

This job is available to all current undergraduate students both domestic and international.

This job is a part-time on-campus hourly paid position offered through RISD's Office of Student Employment in partnership with the hiring department.

Students and hiring departments should direct all questions pertaining to On-Campus Part-Time Positions to RISD's Office of Student Employment at studentemployment@risd.edu or 401.454.6634.

Please do not contact RISD's Career Center regarding this position.

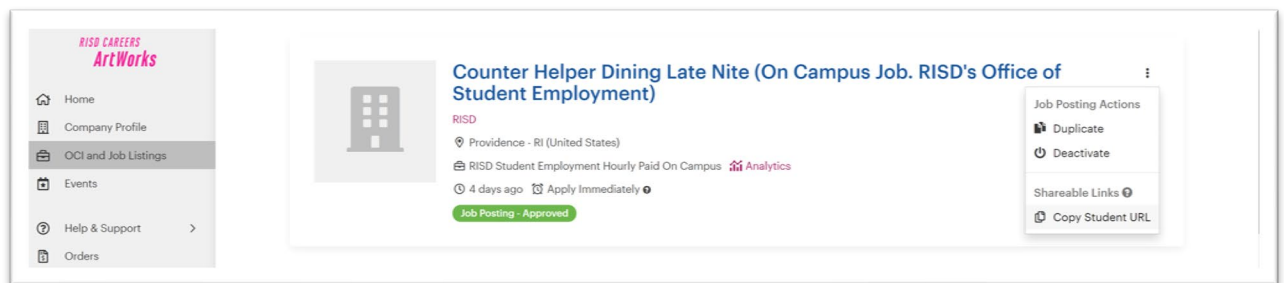
Job Description:

The Dining & Catering Department is looking for students to join our diverse team and help with dining's mission of providing and exceptional dining experience. Come be part of a fun working environment with a great group of people. No experience necessary, just a strong work ethic and positive personality. In this position you will assist our staff with the set up and operation of the Met's late night program. Perks include flexible hours and shifts, and free meals while working.

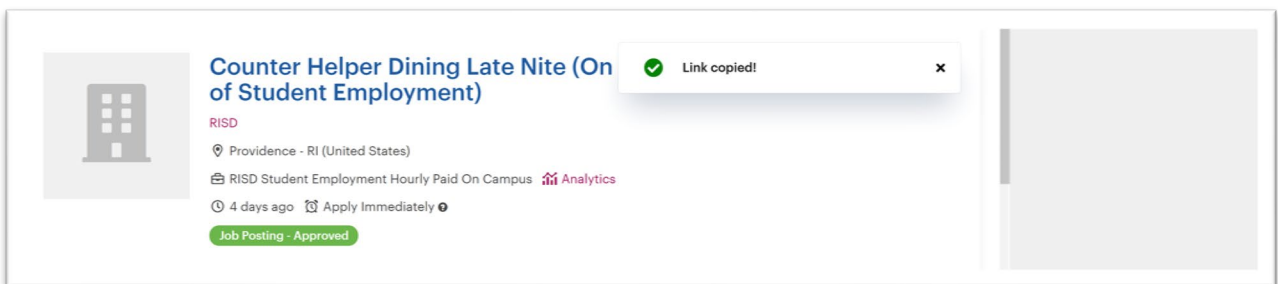
\$12.35 per hour

- The second method is to "deactivate" the job which will close applications. In the top right corner next to the job title, click on the ellipses then click on **"Deactivate"**.

Sending a link to the job via email:



- In the top right corner next to the job title, click on the ellipses then click on “**Copy Student URL**”.



- A pop-up message will appear that indicates that the link has copied.

