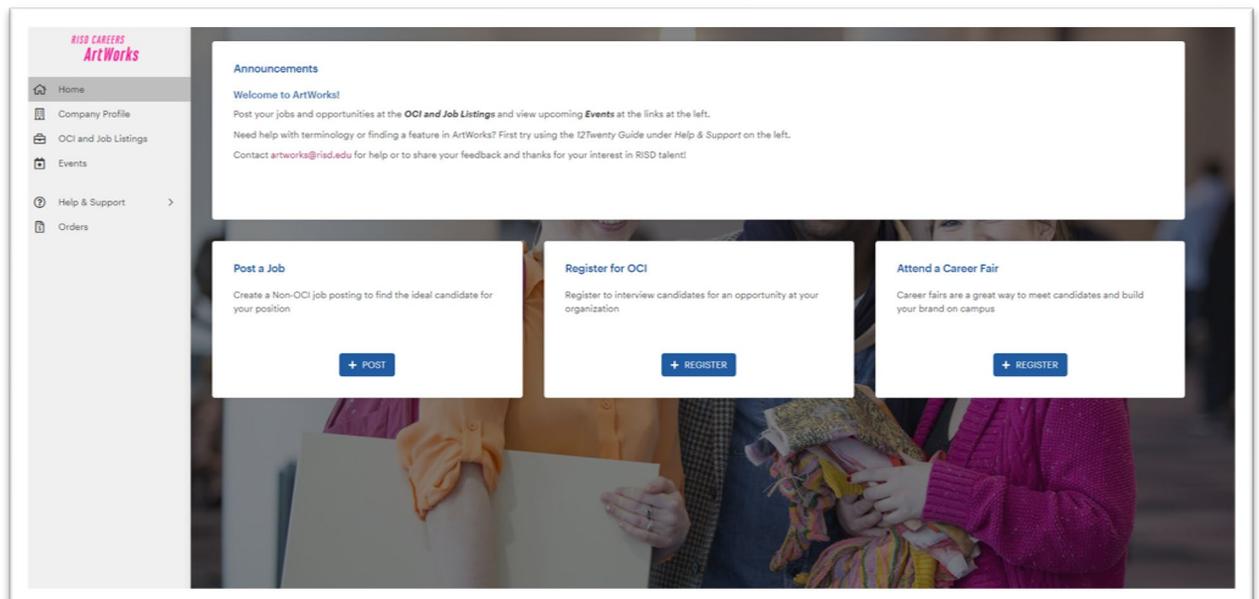


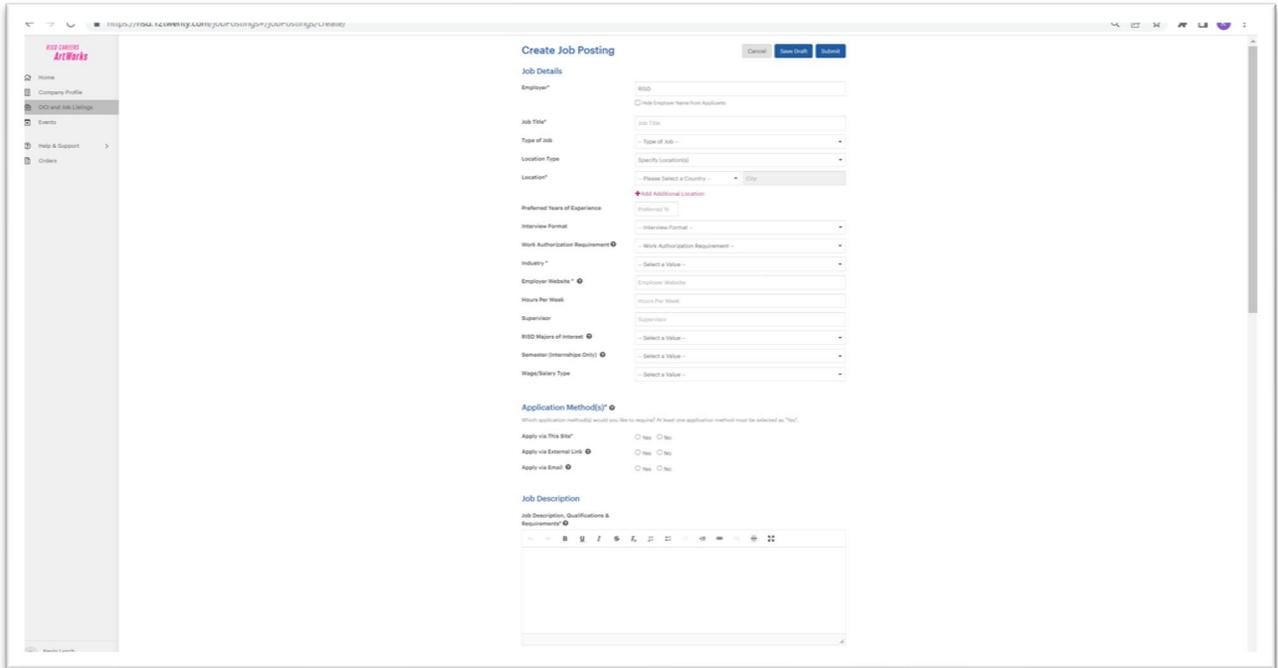
Posting an Hourly Paid On Campus Job to Artworks



- 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



- 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, specifically the 'Job Details' section. The form is titled 'Create Job Posting' and has 'Cancel', 'Save Draft', and 'Submit' buttons. The 'Job Details' section includes the following fields:

- Employer***: A text input field containing 'RISD'. Below it is a checkbox for 'Hide Employer Name from Applicants'.
- Job Title***: A text input field for the job title.
- Type of Job**: A dropdown menu with '-- Type of Job --'.
- Location Type**: A dropdown menu with 'Specify Location(s)'.
- Location***: A dropdown menu with '-- Please Select a Country --' and a 'City' input field.
- Preferred Years of Experience**: A dropdown menu with 'Preferred Yr'.
- Interview Format**: A dropdown menu with '-- Interview Format --'.
- Work Authorization Requirement**: A dropdown menu with '-- Work Authorization Requirement --'.
- Industry***: A dropdown menu with '-- Select a Value --'.
- Employer Website***: A text input field for the employer website.
- Hours Per Week**: A text input field for the hours per week.
- Supervisor**: A text input field for the supervisor.
- RISD Majors of Interest**: A dropdown menu with '-- Select a Value --'.
- Semester (Internships Only)**: A dropdown menu with '-- Select a Value --'.
- Wage/Salary Type**: A dropdown menu with '-- Select a Value --'.

Below the 'Job Details' section is the 'Application Method(s)*' section, which includes a note: 'Which application method(s) would you like to require? At least one application method must be selected as "Yes".' It has three radio button options:

- Apply via This Site***: Yes No
- Apply via External Link**: Yes No
- Apply via Email**: Yes No

At the bottom of the form 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 for 'Type of Job' with the title 'RISD Student Employment Hourly Paid On Campus'. It includes a search bar and a list of options:

- Select all
- Full-Time Job
- Part-Time Job
- Internship
- RISD Student Employment Hourly Paid On Campus

- **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 image shows a screenshot of a web form. On the left, there are several input fields: 'Work Authorization Requirement' (with a help icon), 'Industry *', 'Employer Website *' (with a help icon), 'Hours Per Week', 'Supervisor', and 'RISD Majors of Interest' (with a help icon). On the right, the 'Work Authorization Requirement' dropdown menu is open, showing a search bar and five options: 'Select all', 'Permanent US Work Authorization Required', 'STEM eligible degree', 'All Work Authorizations Accepted' (which is highlighted in blue and has a checkmark), and '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

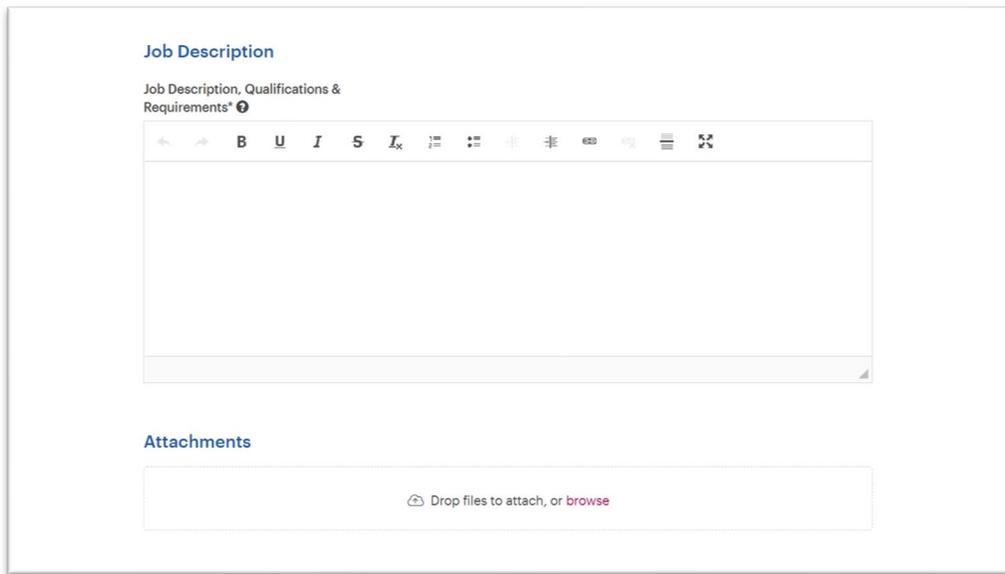
External Job ID

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



The screenshot shows a web form titled "Job Description" with a subtitle "Job Description, Qualifications & Requirements". Below the subtitle is a rich text editor with a toolbar containing icons for undo, redo, bold, underline, italic, strikethrough, bulleted list, numbered list, link, unlink, link icon, unlink icon, list icon, and expand/collapse. Below the editor is an "Attachments" section with a text box containing the instruction "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)

+ New Contact

Applicant Notifications

- 🔔 Notify primary job contact of new applications
- 🔔 Notify primary job contact with application packet at the job posting deadline

Primary Job 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**

The screenshot shows a form titled "Primary Job Contact" with a "Use My Information" button. The form contains the following fields and options:

- Name***: Text input field with a red border. Below it is a red asterisk "*Required" and a checked checkbox "Make Visible to Students".
- Title***: Text input field with a red border. Below it is a red asterisk "*Required" and a checked checkbox "Make Visible to Students".
- Email***: Text input field with a red border. Below it is a red asterisk "*Required" and a checked checkbox "Make Visible to Students".
- Phone***: Text input field with a red border. Below it is a red asterisk "*Required" and an unchecked checkbox "Make Visible to Students".
- Address***: Text input field with a red border. Below it is a red asterisk "*Required" and an unchecked checkbox "Make Visible to Students".
- City**: Text input field.
- Country**: Dropdown menu showing "United States (USA)". Below it is an unchecked checkbox "Make Visible to Students".
- Postal Code**: Text input field. Below it is an unchecked checkbox "Make Visible to Students".
- Is Alumnus**: Radio buttons for "Yes" and "No".

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

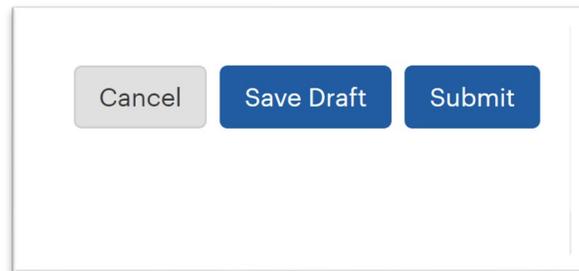
Section 9: Eligibility

The screenshot shows a form titled "Eligibility" with the subtitle "The criteria below determines who can view and apply." Below this is a dropdown menu labeled "Student Group*" with the text "-- Select a Value --".

- 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.

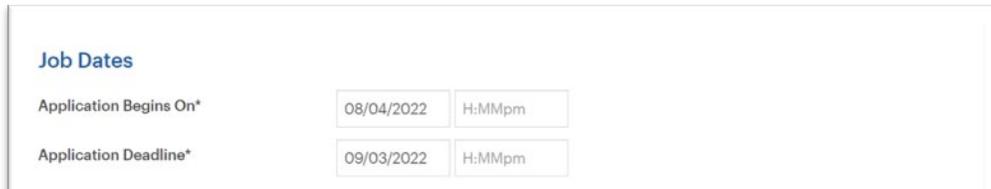
Submitting the Job



- ✓ **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.

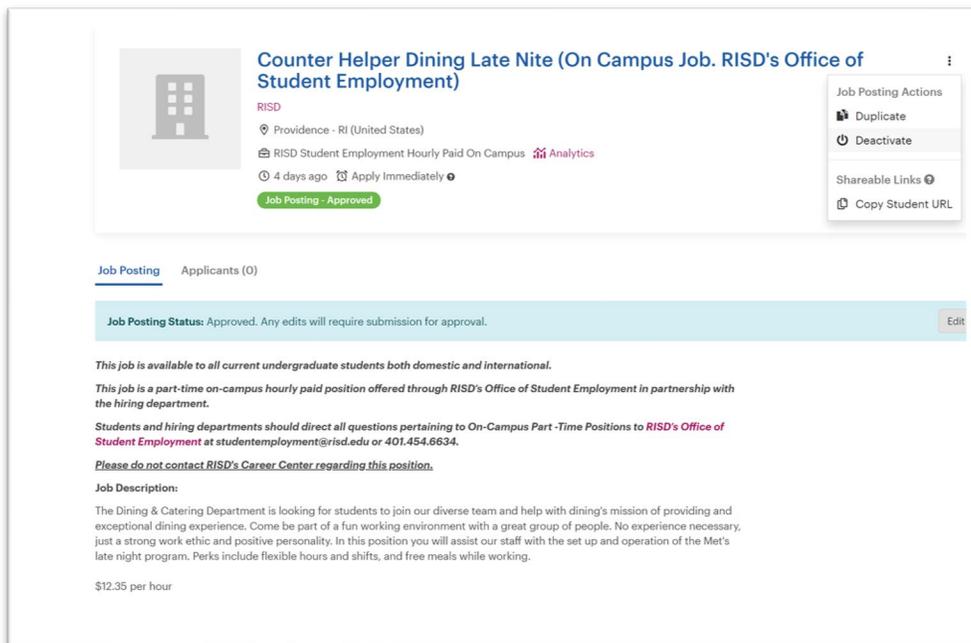
Taking Down your Job Post

There are two ways to remove your job listing:



The screenshot shows the 'Job Dates' section of a job posting form. It contains two rows of input fields. The first row is labeled 'Application Begins On*' and has two input boxes: the first contains '08/04/2022' and the second contains 'H:MMpm'. The second row is labeled 'Application Deadline*' and also has two input boxes: the first contains '09/03/2022' and the second contains 'H:MMpm'.

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



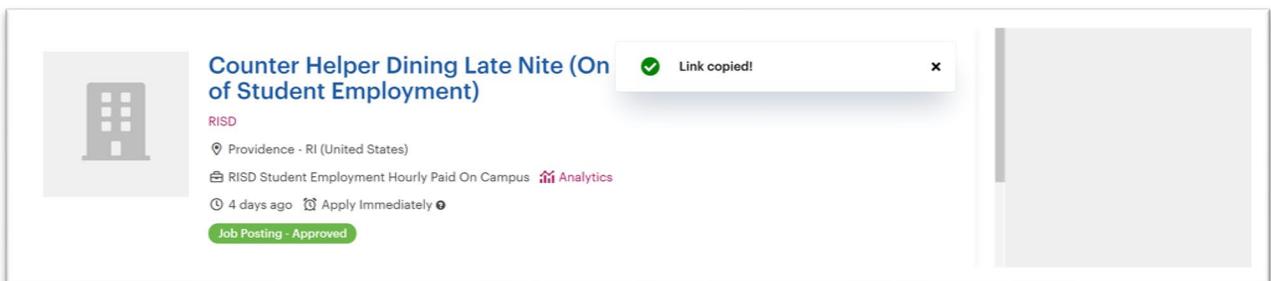
The screenshot shows a job posting page for 'Counter Helper Dining Late Nite (On Campus Job. RISD's Office of Student Employment)'. The job is listed by RISD in Providence, RI. It is an hourly paid on-campus position. The page shows the job title, location, and a 'Job Posting - Approved' status. A 'Job Posting Actions' menu is visible in the top right corner, containing options for 'Duplicate', 'Deactivate', 'Shareable Links', and 'Copy Student URL'. Below the job title, there is a 'Job Posting Status' bar indicating the job is approved. The job description follows, stating it is available to current undergraduate students and is a part-time on-campus position. It also includes contact information for RISD's Career Center and a note to not contact the Career Center regarding this position. The job description ends with the rate of \$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.

