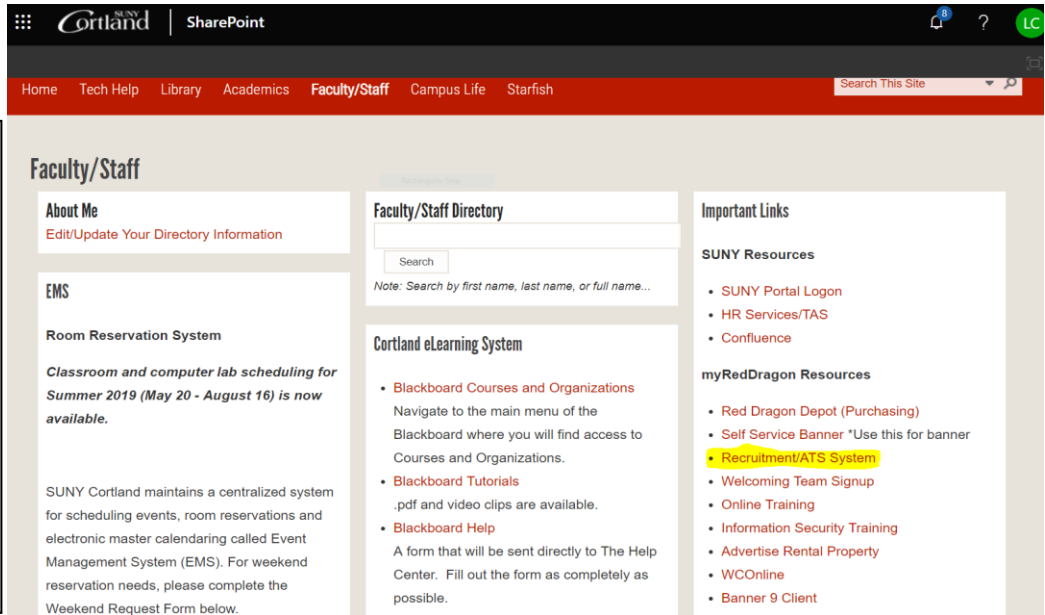# Posting Student Assistant Positions in the Applicant Tracking System

Log in to myRedDragon.

Select Faculty/Staff tab.

Select Recruitment/ATS System link from myRedDragon Resources area on Faculty/Staff tab.

**If you do not have Student Hiring Manager access in the Applicant Tracking System (also referred to as PeopleAdmin), please contact the Student Employment Coordinator at 607-753-4715, or career.services@cortland.edu.

If you do not see this screen, exit out of the screen, and try again.

User group (top right-hand corner) should say Student Hiring Manager. If it does not, use the drop-down to select.

Once in the Student Hiring Manager user group, select 'Postings' and then 'Student.'
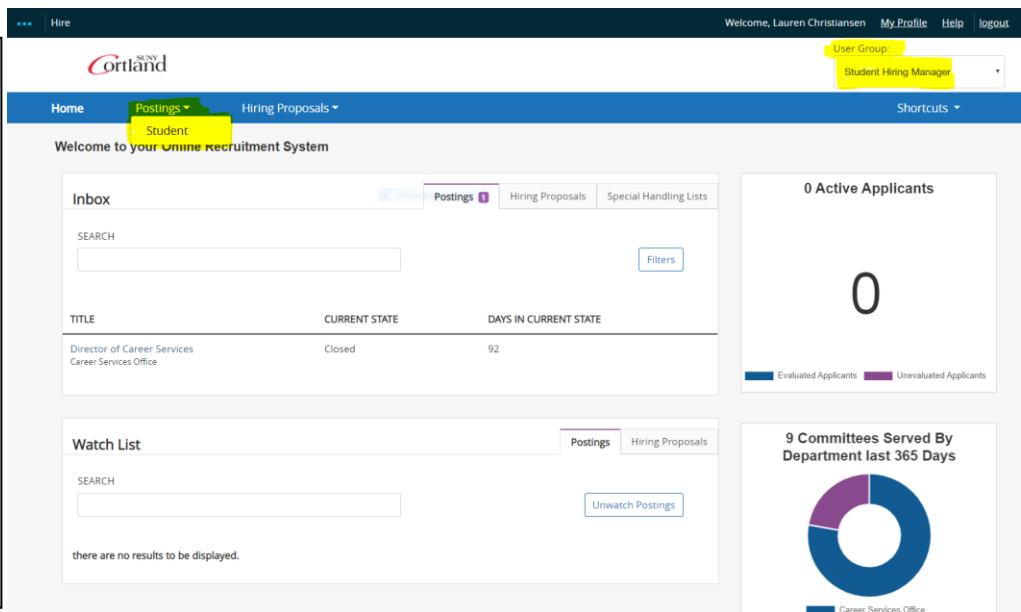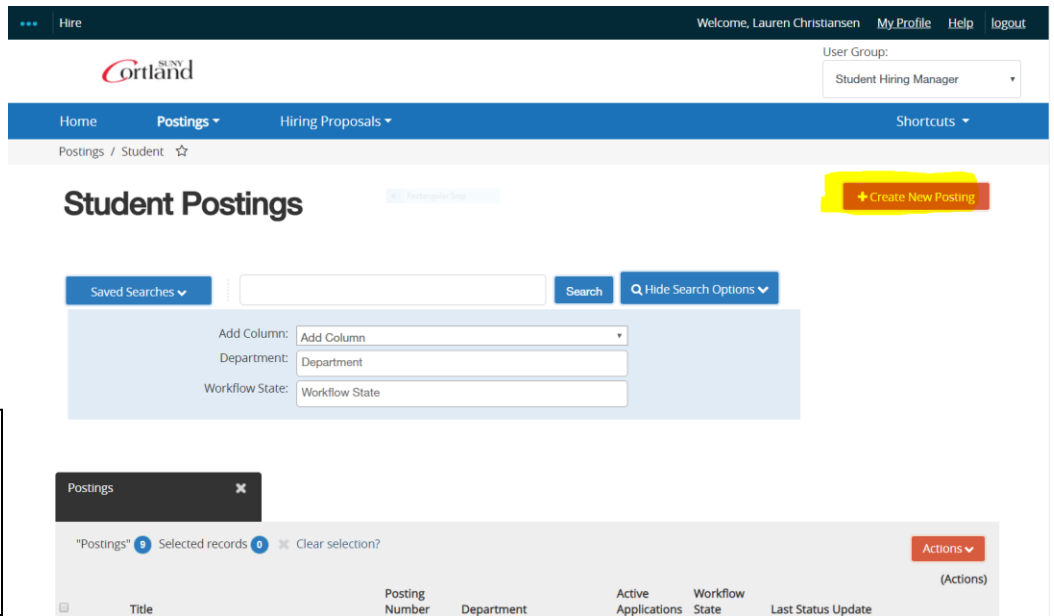
Select 'Create New Posting' button on the right side of the Student Postings page.

There are two ways to create a posting. Select the one that best fits your needs.

'Create from Position Type' gives you a blank form to complete.

'Create from Posting' will allow you to select a previously posted position and update as necessary to accommodate new dates, pay rates, and any applicable job changes.
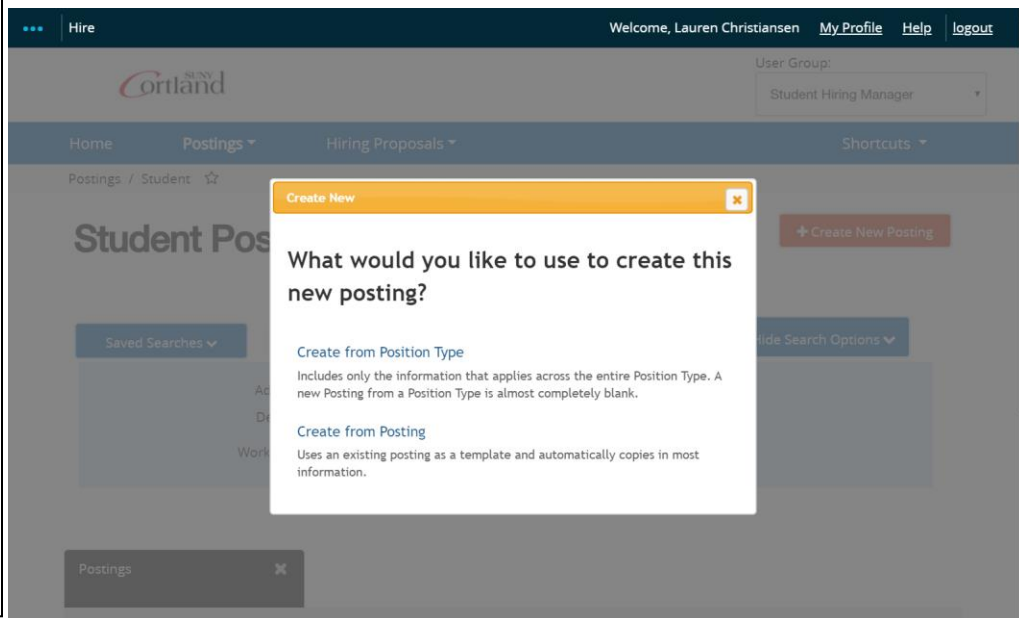
Create from Position Type (Starting a New Job Posting)

Add the student job title.

Verify division, school sub-division, and department are correct.

Select 'Create New Posting.'

Complete each section, filling out required fields as indicated.
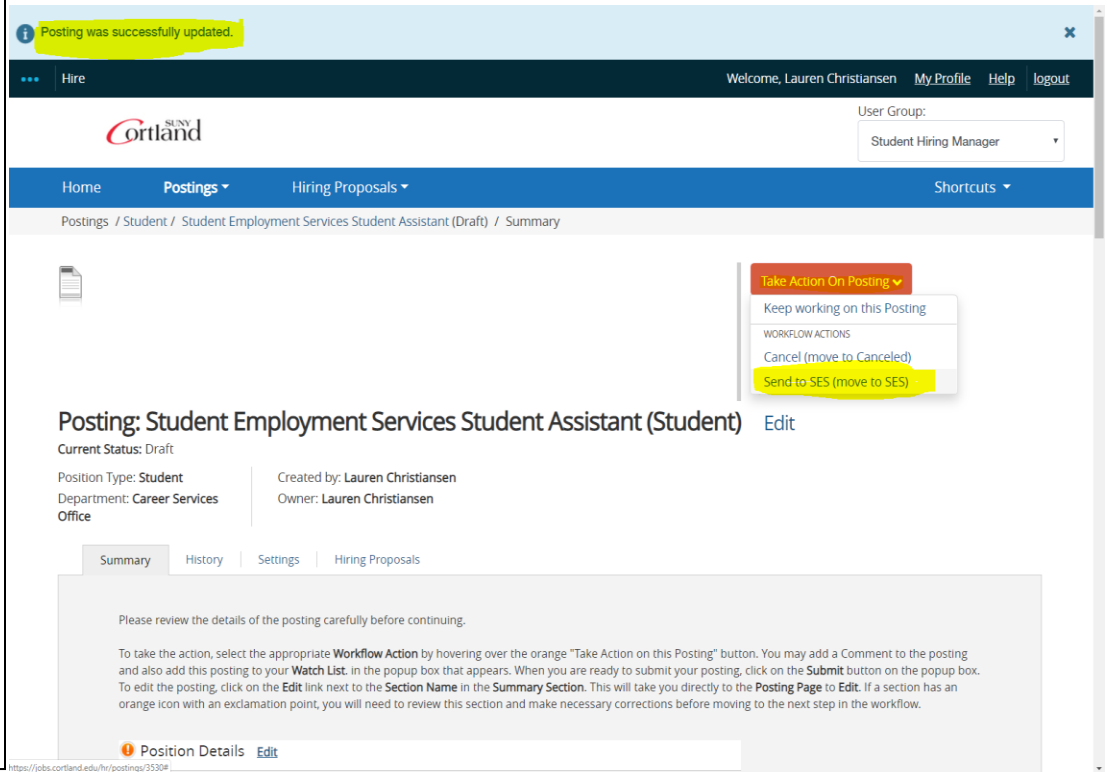
Be as thorough as possible.

Select 'Next' to move through each section.

Once the sections are complete, you will come to the summary page.

On the top, a banner will pop up to show you 'Posting was successfully updated.' This is a great sign that you are almost done ☺

If you are satisfied with your posting information:

1. Select 'Take Action On Posting' button.
2. Select 'Send to SES' from the drop down. This will send to SES for final approval and posting.

Posting was successfully updated.   ✕

··· Hire   Welcome, Lauren Christiansen   My Profile   Help   logout

                                                                                                    User Group:
Cortland SUNY   Student Hiring Manager   ▼

Home   Postings ▾   Hiring Proposals ▾   Shortcuts ▾

Postings / Student / Student Employment Services Student Assistant (Draft) / Summary

                                                            Take Action On Posting ▾
                                                            Keep working on this Posting
                                                            WORKFLOW ACTIONS
                                                            Cancel (move to Canceled)
                                                            Send to SES (move to SES)

Posting: Student Employment Services Student Assistant (Student)   Edit
Current Status: Draft

Position Type: **Student**   Created by: Lauren Christiansen
Department: **Career Services**   Owner: Lauren Christiansen
Office

Summary | History | Settings | Hiring Proposals

Please review the details of the posting carefully before continuing.

To take the action, select the appropriate **Workflow Action** by hovering over the orange "Take Action on this Posting" button. You may add a Comment to the posting and also add this posting to your **Watch List**. in the popup box that appears. When you are ready to submit your posting, click on the **Submit** button on the popup box. To edit the posting, click on the **Edit** link next to the **Section Name** in the **Summary Section**. This will take you directly to the **Posting Page** to Edit. If a section has an orange icon with an exclamation point, you will need to review this section and make necessary corrections before moving to the next step in the workflow.

⚠ Position Details   Edit

https://jobs.cortland.edu/hr/postings/3530#

Create from Posting (select old post from your account to update)

Select the position you would like to update and re-post.

Student Postings

Title	Posting Number	Department	Active Applications	Workflow State	Last Status Update	(Actions)
Career Services Test	SA18005	Career Services-DO NOT USE	1	Closed	August 14, 2018 at 03:30 PM	Actions

Select 'Create Posting from this Posting' link.

Posting: Career Services Test (Student)
Current Status: Closed

⊕ Create Posting from this Posting

Position Type: Student
Department: Career Services-DO NOT USE

Created by: Lauren Christiansen
Owner: Human Resources

Summary

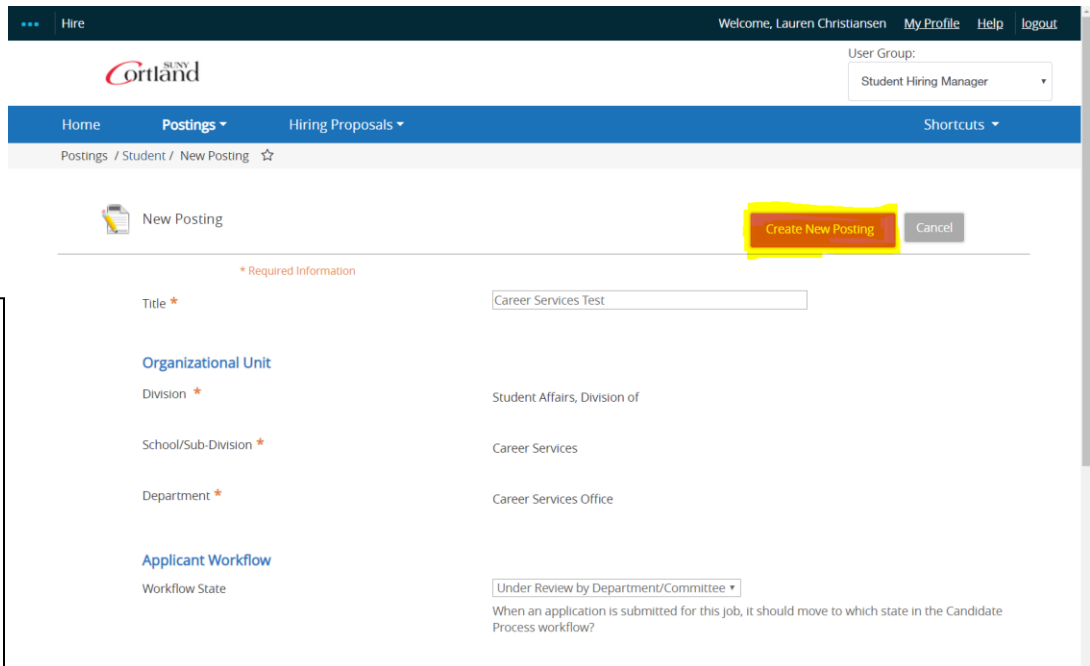Please review the details of the posting carefully before continuing.

To take the action, select the appropriate **Workflow Action** by hovering over the orange "Take Action on this Posting" button. You may add a Comment to the posting and also add this posting to your **Watch List**. In the popup box that appears. When you are ready to submit your posting, click on the **Submit** button on the popup box. To edit the posting, click on the **Edit** link next to the **Section Name** in the **Summary Section**. This will take you directly to the **Posting Page** to **Edit**. If a section has an orange icon with an exclamation point, you will need to review this section and make necessary corrections before moving to the next step in the workflow.
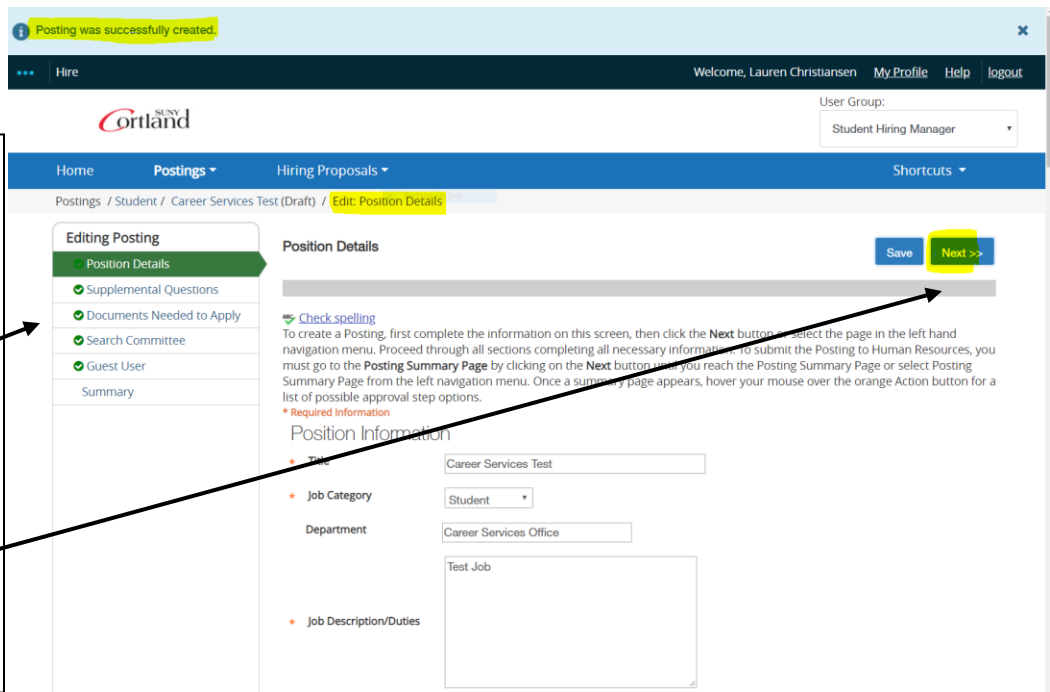
✔ Position Details

Position Information

Title	Career Services Test
Job Category	Student

Edit position title if needed and verify organizational unit information.

Select 'Create New posting' button.

You will automatically route to the "Edit: Position Details" tab.

Make any necessary updates in each section for the posting to be current.

Move through each of the sections by selecting the 'Next' button.

The highlighted areas are places within the job posting that need to be reviewed and updated before submitting.

Important note: The last highlight, Open until filled, should always say "no."

Please review the details of the posting carefully before continuing.

To take the action, select the appropriate **Workflow Action** by hovering over the orange "Take Action on this Posting" button. You may add a Comment to the posting and also add this posting to your **Watch List.** in the popup box that appears. When you are ready to submit your posting, click on the **Submit** button on the popup box.
To edit the posting, click on the **Edit** link next to the **Section Name** in the **Summary Section**. This will take you directly to the **Posting Page** to **Edit**. If a section has an orange icon with an exclamation point, you will need to review this section and make necessary corrections before moving to the next step in the workflow.

✔ Position Details

Position Information

Title	Career Services Test
Job Category	Student
Department	Career Services-DO NOT USE
Job Description/Duties	Test Job
Days/Hours Needed	Test Job
Campus Location/Bldg.	Test Job
Required Qualifications	
Preferred Qualifications	
Physical Demands	
Special Conditions for Eligibility	
Contact Name(s) & Email(s)	Test Job

EEO Statement	The State University of New York College at Cortland is an AA/EEO/ADA employer. The College actively seeks applications from women, veterans, individuals with a disability, members of underrepresented groups or anyone that would enrich the diversity of the College.
FLSA	
Salary Grade	A - $10.40/hr
Salary	
Student Hiring Manager	

Posting Detail Information

Posting Number	SA18005
Is there an approved budget for this position?	
Number of Vacancies	1
Desired Start Date	08/07/2018
Position End Date (if temporary)	
Applicant Reviewer Access	
Open Date	
Review Start Date	
Close Date	
Open Until Filled	

When you reach the summary section, select the 'Take Action on Posting' button.

Select 'Send to SES' from the drop down. This will send to SES for final approval and posting.

Welcome, Lauren Christiansen   **My Profile**   **Help**   **logout**

User Group:
Student Hiring Manager ▼

Cortland SUNY

Home	Postings ▾	Hiring Proposals ▾	Shortcuts ▾

Postings / Student / Career Services Test (Draft) / Summary   Search Results: Previous | Next

📄 **Posting: Career Services Test (Student)**   Edit
Current Status: Draft

Take Action On Posting ⌄
Keep working on this Posting
WORKFLOW ACTIONS
Cancel (move to Canceled)
Send to SES (move to SES)

Position Type: **Student**
Department: **Career Services Office**

Created by: **Lauren Christiansen**
Owner: **Lauren Christiansen**

Summary	History	Settings	Hiring Proposals

Please review the details of the posting carefully before continuing.

To take the action, select the appropriate **Workflow Action** by hovering over the orange "Take Action on this Posting" button. You may add a Comment to the posting and also add this posting to your **Watch List.** in the popup box that appears. When you are ready to submit your posting, click on the **Submit** button on the popup box.
To edit the posting, click on the **Edit** link next to the **Section Name** in the **Summary Section**. This will take you directly to the **Posting Page** to **Edit**. If a section has an orange icon with an exclamation point, you will need to review this section and make necessary corrections before moving to the next step in the workflow.

❗ Position Details   Edit

To verify the status of your job, return to the main Student Postings page

The Workflow State column. will indicate the status of your job.

If the status says SES, your job has been successfully submitted and is awaiting approval from Student Employment Services.

Draft indicates you have started the posting but need to complete it and submit to SES for approval and posting.

Student Postings

+ Create New Posting

Saved Searches ▾ | [   ] | Search | Q Hide Search Options ▾

Add Column: Add Column
Department: Department
Workflow State: Workflow State

Postings ✕

"Postings" 9 Selected records 0 ✕ Clear selection?

Actions ▾
(Actions)

	Title	Posting Number	Department	Active Applications	Workflow State	Last Status Update	
☐	Test		Career Services-DO NOT USE	0	Canceled	July 25, 2019 at 02:06 PM	Actions ▾
☐	Career Services Test	SA18005	Career Services-DO NOT USE	1	Closed	August 14, 2018 at 03:30 PM	Actions ▾
☐	Test		Career Services-DO NOT USE	0	Draft	March 07, 2019 at 02:54 PM	Actions ▾
☐	z		Career Services-DO NOT USE	0	Draft	July 24, 2019 at 03:24 PM	Actions ▾
☐	z		Career Services-DO NOT USE	0	Canceled	July 25, 2019 at 02:05 PM	Actions ▾
☐	Student Employment Services Student Assistant		Career Services Office	0	Canceled	August 16, 2019 at 03:23 PM	Actions ▾
☐	Career Services Test		Career Services Office	0	Draft	August 20, 2019 at 11:14 AM	Actions ▾
☐	Career Services Test		Career Services Office	0	Draft	August 20, 2019 at 01:49 PM	Actions ▾
☐	Student Employment Services Student Assistant		Career Services Office	0	Draft	August 20, 2019 at 02:14 PM	Actions ▾

Questions? Contact the Student Employment Coordinator at 607-753-4715, or career.services@cortland.edu.