

CREATE AND POST A NEW JOB ON JOBX



LifeWorks Program

From your My Apps page, choose Student Work OR go to STUDENTWORK.BERRY.EDU

The screenshot displays the 'My Apps' dashboard for Berry College. At the top left is the Berry College logo and the text 'My Apps' with a dropdown arrow. A search bar labeled 'Search apps' is positioned at the top center. On the right side of the top bar are icons for 'Add apps', 'Create collection', and 'Customize view'. Below the top bar, the page is titled 'Apps dashboard'. There are two tabs: 'Berry Apps' (which is selected and underlined) and 'Apps'. The main area contains a grid of application tiles. Each tile features an icon, a title, and a three-dot menu icon in the top right corner. The tiles are arranged in three rows. The first row includes Handshake, Health Center Patient Portal, Hirezon, Housing Portal, Interlibrary Loan, IT Self-Service, and J1Web. The second row includes LinkedIn Learning, Marketing Requests (previously...), MeeScan, My Library Account, OpenAthens, PathwayU, and Student Work TimesheetX/JobX. The third row includes SurveyMonkey, Viking OneCard, VikingWeb, Yuja, and Zoom. A large red arrow points from the bottom right towards the 'Student Work TimesheetX/JobX' tile. At the bottom left, there is a 'My Apps' link with a dropdown arrow, and at the bottom right, there is a 'Settings' link with a gear icon.

App Name	Icon Description
Handshake	Green square with white 'H'
Health Center Patient Portal	Green and blue figures
Hirezon	Blue square with white 'H'
Housing Portal	Red and grey building icon
Interlibrary Loan	Blue book icon
IT Self-Service	TDX logo
J1Web	Blue square with white 'J1'
LinkedIn Learning	Blue play button icon
Marketing Requests (previously...)	Orange hexagon with white lines
MeeScan	Blue square with white book icon
My Library Account	Blue square with white book icon
OpenAthens	Purple square with white 'A' and person icon
PathwayU	Yellow and green 'U' with dots
Student Work TimesheetX/JobX	Green square with white 'X' and clock icon
SurveyMonkey	Green square with white monkey icon
Viking OneCard	Purple square with white person icon
VikingWeb	Blue shield with white 'B'
Yuja	Colorful swirl icon
Zoom	Blue square with white camera icon

Choose On-Campus Employers

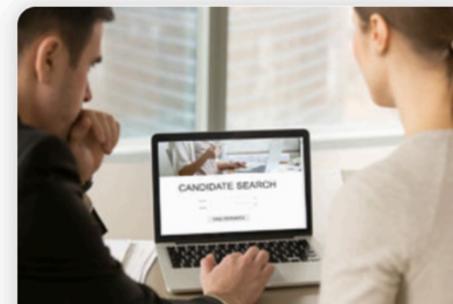


Welcome to the Student Employment Portal



Student Workers

- Search and apply for jobs
- Sign up for JobMail notifications about positions that interest you.
- Enter time and submit your timesheets



On-Campus Employers

- Create and post jobs
- Review applications
- Hire students
- Manage timesheets
- Employment guidelines and required documents are at your fingertips



Community and Industry Partners

- Review Timesheets

After choosing JobX log in, you will be prompted to enter your Berry SSO credentials

B BERRY COLLEGE LifeWorks Program

Home Employees ▾ Employers & Administrators ▾

On-Campus Employers

Post available job positions, review applications, and hire employees. Manage employee timesheets. Employment guidelines and required documents are at your fingertips!

Student Employment News

- [Forms & Information](#)
For information on the Berry College Student Work Program.
- [Suggestion Box](#)
Send us your suggestions, ideas, or concerns!

Employer Tools

- [JobX Login](#)
Login to post jobs, hire students, and access student applications.
- [TimesheetX Login](#)
Login to post jobs, hire students, and access student applications.
- [Request Login](#)
Click above if you are a Faculty/Staff member who has never logged in before or has requested a password but has not received one via email. **Please do NOT click here if you are a student.**

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JobX TimesheetX

From the JobX Control Panel, choose “Add a Job”

Note: All old jobs are now archived as “inactive” but can be viewed by choosing inactive in the job status menu. For fall hires, please do NOT use these jobs, they are just there for your reference.

BERRY COLLEGE LifeWorks Program

Home Employees JobX TimesheetX Reporting Access & Audit Uploads Site Set up Content Help

Job Control Panel

Result Filters: Employer: My Jobs Only [Reset Filters](#)

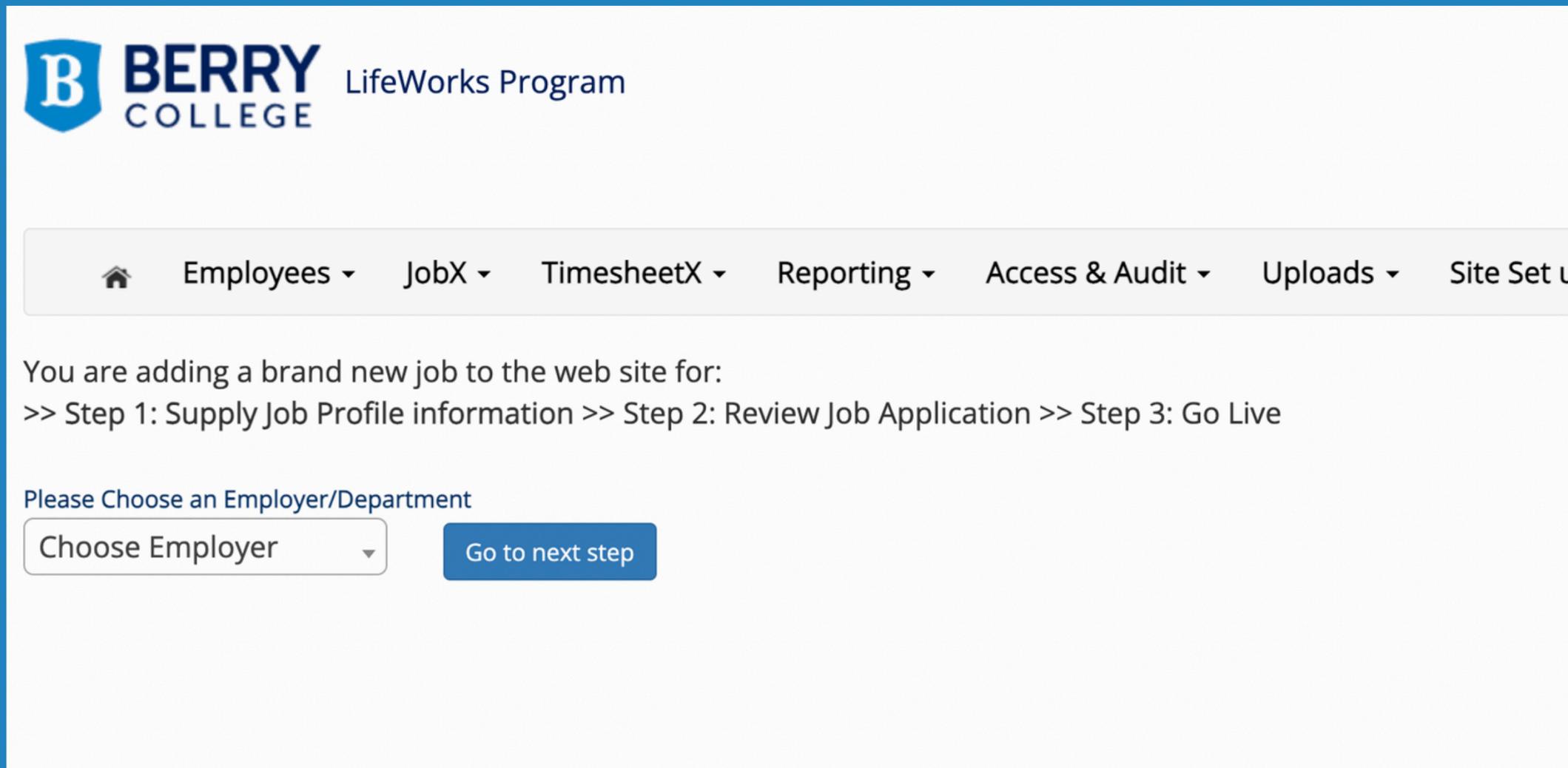
Inactive (0) ?

Add a Job

Title, Description, Requirements, Contact or Job ID

Search

Some supervisors have permission to post jobs in multiple departments: if so, use the drop down to choose the department for the job you are creating



BERRY COLLEGE LifeWorks Program

Home Employees ▾ JobX ▾ TimesheetX ▾ Reporting ▾ Access & Audit ▾ Uploads ▾ Site Set up

You are adding a brand new job to the web site for:
>> Step 1: Supply Job Profile information >> Step 2: Review Job Application >> Step 3: Go Live

Please Choose an Employer/Department

Choose Employer ▾ [Go to next step](#)



**Choose the job classification,
which will also set the pay rate.**

**For more details, refer to the
recalibration cheat sheet.**



Entry, \$9.25/hour.
[Click here for more information]

Intermediate , \$9.50/hour.
[Click here for more information]

Advanced, \$10.25/hour.
[Click here for more information]

Pre-Professional , \$11.50/hour.
[Click here for more information]

Graduate Assistant, \$11.50/hour.
[Click here for more information]

Choose One:

- Entry, \$9.25/hour
- Intermediate , \$9.50/hour
- Advanced, \$10.25/hour
- Pre-Professional , \$11.50/hour
- Graduate Assistant, \$11.50/hour

**Job Category:
Choose from dropdown**



Enter Job Title



Choose technical skill(s)



**Enter Job Description and
Job Requirements**



Job Category * «?»

Job Title *
Example: Front Desk Receptionist

Technical Skills

Job Description *
Please be as detailed as possible.

Job Requirements *
Please be as detailed as possible.

**Physical Work Location: Enter your location
(eg building on campus or address)**



**Choose primary
work environment**



Physical Work Location * <small>(Building/room #, street address if not on campus, or remote)</small>	<input type="text"/>
What is the primary work environment for this position? *	<input type="text" value="Choose one..."/>
What physical abilities does this job require? * <small>Select all that apply</small>	<input type="text" value="Ctrl + click to select multiple"/> <input type="text" value="Select Some Options"/>

**Choose physical abilities required (or choose “no
physical requirements”)**



Enter openings : please enter the number of anticipated hires in this position for the 2024-2025 school year



Enter estimated hours:



Number of Available Openings *	<input type="text"/>
Hours per Week	10.0 <input type="text"/> to Same <input type="text"/>
Start Date <small>Please enter either an exact date in the form mm/dd/yy or a brief description (i.e., "ASAP").</small>	<input type="text"/>
End Date <small>Please enter either an exact date in the form mm/dd/yy or a brief description (i.e., "At completion of project").</small>	<input type="text"/>
Time Frame * «?»	Choose one... <input type="text"/>

Enter hire dates:
8-25-24 to 5-10-25
for most fall hires



Choose Academic Year or Summer



Enter primary and secondary contacts



Note: if you are unable to select your preferred contact's name, please contact our office so we can add them to your department's contact list. Secondary contacts are not visible to applicants.

Choose "all majors" or a specific major(s)



Select "yes" in order to collect applications for this job



Finally, click "submit"



Every job must have one primary contact person (the next question). It may also have any number of secondary contact people.

Primary Contact Person * «?»	<input type="text" value="Choose one..."/>
Primary Contact Person Phone Number	<input type="text"/>
Primary Contact Person Email	<input type="text"/>
Primary Contact Person Location	<input type="text"/>
Secondary Contact People «?»	Ctrl + click to select multiple <input type="text" value="Select Some Options"/>
Majors *	Ctrl + click to select multiple <input type="text" value="Select Some Options"/>
Do you wish to collect online applications for this job? <input checked="" type="radio"/> Yes <input type="radio"/> No	
<input type="button" value="Submit"/>	

This is the default online application: choose “save application” to continue



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Home Employees - JobX - TimesheetX - Reporting - Access & Audit - Help -

The job data was successfully saved. However, the job is not posted on the web site. There are two more steps. First, please review the job application below and delete any questions you do not want. Also you may edit the questions. Any changes you make will be approved by an administrator.

Pending Job Application - CPPD Dean's Office - Test Do Not Approve

General

First name *

Middle name

Last name *

Email
*You MUST use your Berry email address. **

Confirm Email Above *

What is the phone number where we can contact you? *

How many hours per week are you available to work? *

Do you currently have any other active positions on campus? *

[Save Application](#)

[Pick from Existing Questions](#) [Create a New Question](#)

Choose options and timeline for job listing.

“Yes, immediately = job will be open for applications

“No, put inactive” = job is inactive and not available for hire (rare situation)

“No, put in Active not listed = choose this when hiring a student directly without advertising the position

Last step: “click here to finish:



BERRY COLLEGE LifeWorks Program

Welcome, Macy Hackett | Log

Employees - JobX - TimesheetX - Reporting - Access & Audit - Help -

You are adding a brand new job to the web site for:
>>[Step 1: Supply Job Profile](#) >> [Step 2: Review Job Application](#) >> Step 3: Go Live

CPPD Dean's Office - Test Do Not Approve
Your job will be approved by an administrator before it can be posted. Please choose an option.

1. When do you want the job to be reviewed for approval? As soon as possible

2. Do you want the job listed immediately after it is approved? Yes, immediately

3. Do you want JobMail to be sent when the job is listed? Yes No, put it in inactive for me. No, put it in Active, Not Listed for me.

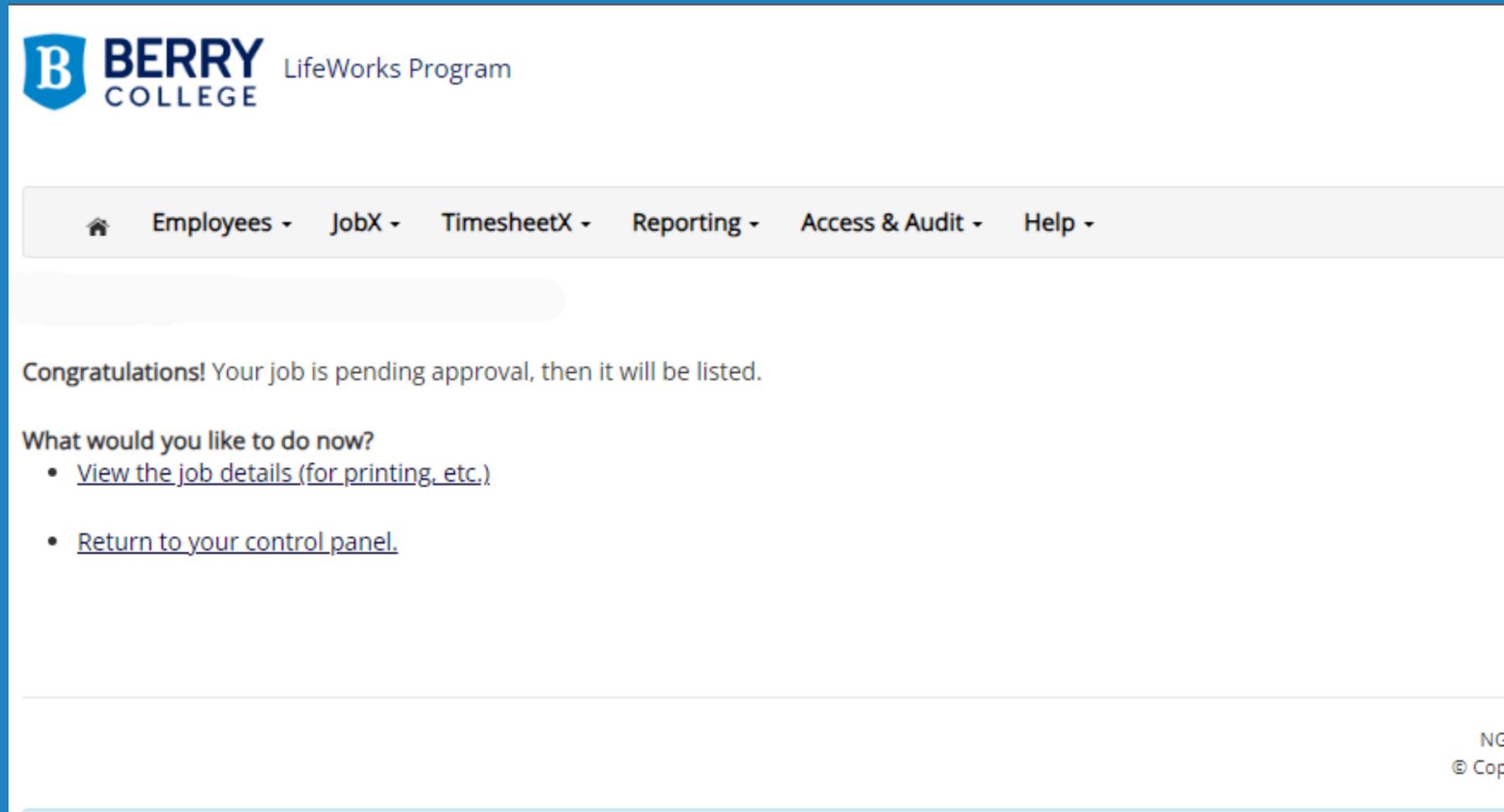
4. For how many days do you want the job to be listed on the site? 1 week

When all the above information looks correct... [Click here to finish!](#)

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JobX TimesheetX

When you see this screen, you know you're done!
Our office will approve your job, usually within one business day.



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🏠 Employees ▾ JobX ▾ TimesheetX ▾ Reporting ▾ Access & Audit ▾ Help ▾

Congratulations! Your job is pending approval, then it will be listed.

What would you like to do now?

- [View the job details \(for printing, etc.\)](#)
- [Return to your control panel.](#)

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