



Employer Instructions

Off-Campus Employment

Posting a Job

1. Log in to DragonJobs (if you just submitted your profile you were automatically logged in, start with step 2).
2. Go to "My Jobs" on the top menu
3. Select "New Job"
4. Fill out the form
 - a. Job Title – What is the job called (office assistant, RA, etc)
 - b. Number of Openings – How many positions are you planning to fill?
 - c. Work Schedule – (variable, fixed, days, nights, evenings)
 - d. Hours per Week – (approx. # of hours per work week)
 - e. Wage/Salary
 - f. Employment Start Date- (can be a date or other text)
 - g. Supervisor – list who the position will report to (optional)
 - h. Job Description – a brief summary of what the position duties are
 - i. Qualifications – list of skills or other requirements
 - j. Application Instructions – explain how students can apply
 - k. Job Location – city, state
 - l. Job Category – **Optional**, select all that apply.
 - m. Position Type – select the type of job you have available
 - i. **Student Employment (Off Campus)** is meant for part time jobs that do not require a degree
 - n. Class standing – **Optional**, if you select will only display to that category of students.
 - o. Majors – **Optional**, will only display to students in the major(s) you select.
 - p. Screening Options – choose if you want to screen applicants by type, standing or major
 - q. Post Date – When do you want the job to be posted.
 - r. Expiration Date – When should the posting be removed (1 year maximum).
 - s. Show Contact Info – If you choose "**Yes**" your professional contact info will be shown to students along with the job posting.
 - t. Allow Students to Apply through DragonJobs – choose "**Yes**" if you want students to have the ability to submit resumes to you directly through DragonJobs. Choose "**No**" if you want students to apply by following directions in the position information section.
 - u. Click on "Save" to submit. You may check the status of a pending position and/or edit the position by selecting "My Jobs" and then "Job List".
 - v. Job postings are generally approved within 1 business day.

If you have questions or need assistance, please contact us at 218-477-2131 or careers@mnstate.edu