

Submitting a Job Description

1. Go to CSU Pueblo Student Employment website <https://www.csupueblo.edu/student-financial-services/student-employment.html>
2. Scroll down to information for Supervisors and click on “Create a new job description or modify an existing job description”

The screenshot shows the CSU Pueblo Career Center website. The header includes the CSU Pueblo logo and navigation links: INFO FOR, APPLY, GIVE, VISIT, SEARCH, and A-Z. Below the header, there are links for ABOUT, ADMISSIONS, ACADEMICS, CAMPUS LIFE, ATHLETICS, and COMMUNITY. The main content area is titled '+ CAREER CENTER' and features a section for 'Information for Supervisors'. A red box highlights a button that says 'CREATE A NEW JOB DESCRIPTION OR MODIFY AN EXISTING JOB DESCRIPTION'. To the left of this section, there is a 'Student Financial Services' box with contact information and a 'MONEY MANAGEMENT' video player. Below the highlighted button, there is a paragraph of text for supervisors and a link to the 'Handbook for Employers'.

- a.
3. From there it will give you three options

The screenshot shows the 'Student Employment Job Description' form on the CSU Pueblo website. The form has three radio button options: 'Create New Job Description' (selected), 'Create New Job Description- Using Existing Description', and 'Change Existing Job Description'. There are 'Submit' and 'Cancel' buttons at the bottom.

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- b. “Create New Job Description” – when you are trying to create a new job description from scratch.
- c. “Create New Job Description – Using Existing Description” – when you want to create a new job description from an existing job description this will act as a template and will allow you to update all information. Enter Position number and click submit.

- d. "Change Existing Job Description"- when you need to update a few pieces of a job description and do not need another position number. Enter Position number and click submit.
4. Once you make your choice you will be taken to a request sheet and you will fill out all fields with a ▶
5. Once you have filled out the form press submit
6. It will get sent to SFS and we will create a position number or updated a position number and let you know when it is completed