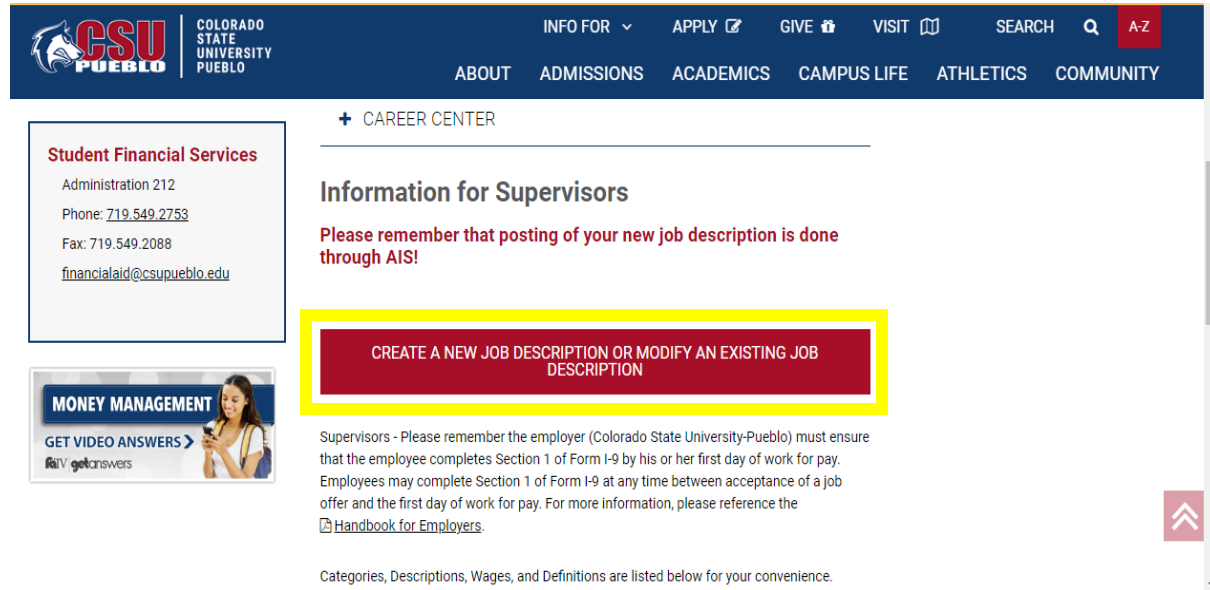


Submitting a Job Description

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”



Student Financial Services
Administration 212
Phone: 719.549.2753
Fax: 719.549.2088
financialaid@csupueblo.edu

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Information for Supervisors
Please remember that posting of your new job description is done through AIS!

CREATE A NEW JOB DESCRIPTION OR MODIFY AN EXISTING JOB DESCRIPTION

Supervisors - Please remember the employer (Colorado State University-Pueblo) must ensure that the employee completes Section 1 of Form I-9 by his or her first day of work for pay. Employees may complete Section 1 of Form I-9 at any time between acceptance of a job offer and the first day of work for pay. For more information, please reference the [Handbook for Employers](#).

Categories, Descriptions, Wages, and Definitions are listed below for your convenience.

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



Colorado State University Pueblo

Financial Aid

Student Employment Job Description

☒ Create New Job Description
☐ Create New Job Description- Using Existing Description
☐ Change Existing Job Description

- a.
- 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