

## Quick Guide for Posting Student/Other Positions

The **student/other position type** is used for the following positions (*Postings can be public or invitation only*):

- Student positions paid on a student wage line (i.e. Federal Work Study, Student Workers, GA/RA/TA, etc.)
- Non-STEPS temporary positions (i.e. on-call RNs, scientific positions funded by grants, etc.)
- Non-benefited positions (i.e. Post-Doctoral Scholars, Adjunct Faculty, etc.)

### Checklist for Closing a Posting

- 1. Log into the system and select Search Coordinator role (on the [Applicant Tracking](#) side of the system).
- 2. Select [Student/other](#) category listed under the Posting menu/tab.
- 3. Locate the posting you would like to view and click on the Job Title.
- 4. Click [Applicants](#) to obtain the list of individuals who applied.
- 5. Click each applicant's name to view their application form.
- 6. Click [Take Action on Job Application](#) and select one of the following status options.
  - a. [Not Selected for Position](#) then click [Submit](#) to finalize the status change.
  - b. [Hired](#) and then click [Submit](#) to finalize the status change.
- 7. Repeat this step for each applicant in your applicant pool.
- 8. Once all disposition reasons are entered, close the position by clicking on [Take Action on Posting](#) and select [Filled](#).