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**.