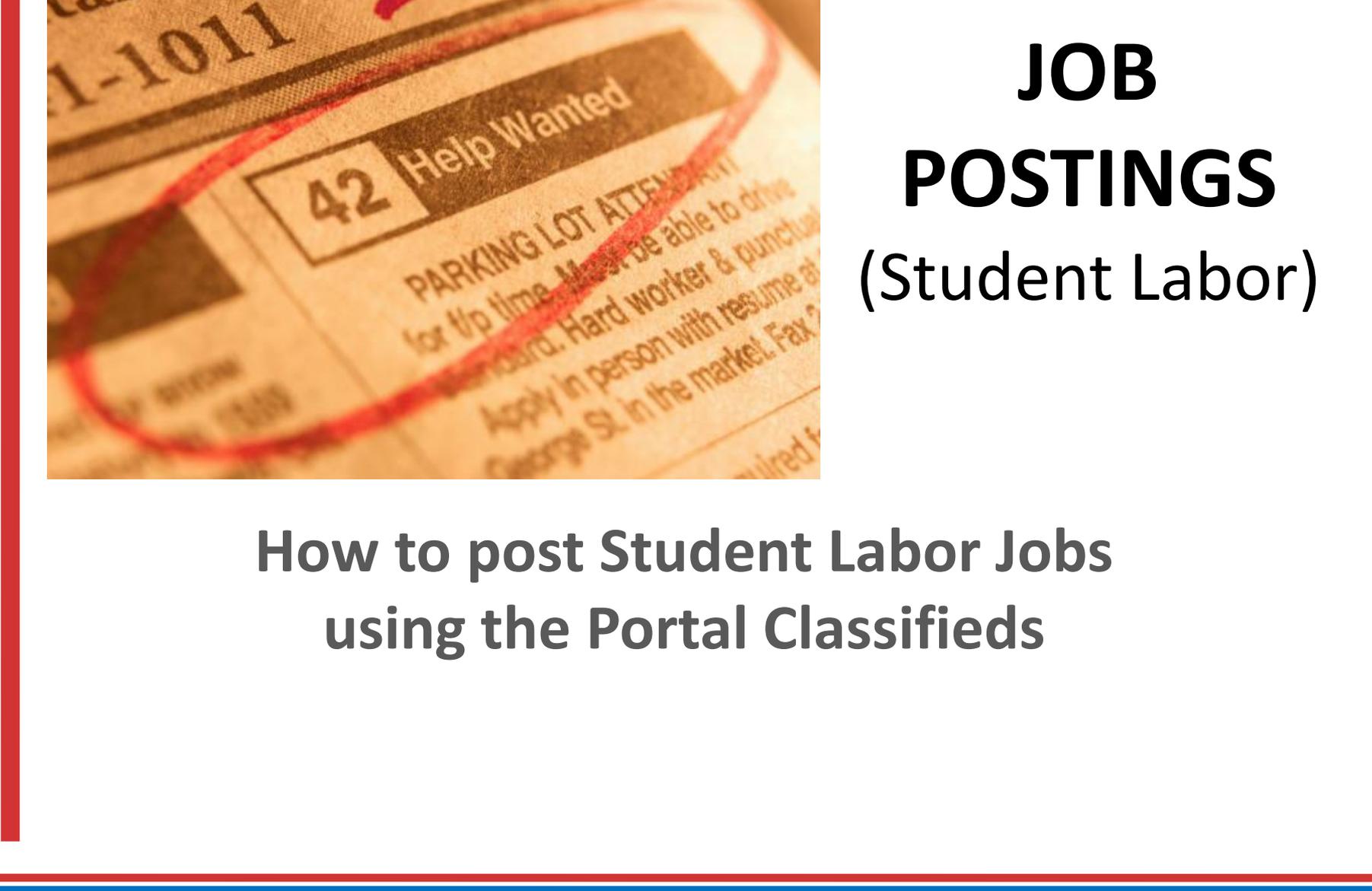




# **JOB POSTINGS** (Student Labor)

**How to post Student Labor Jobs  
using the Portal Classifieds**



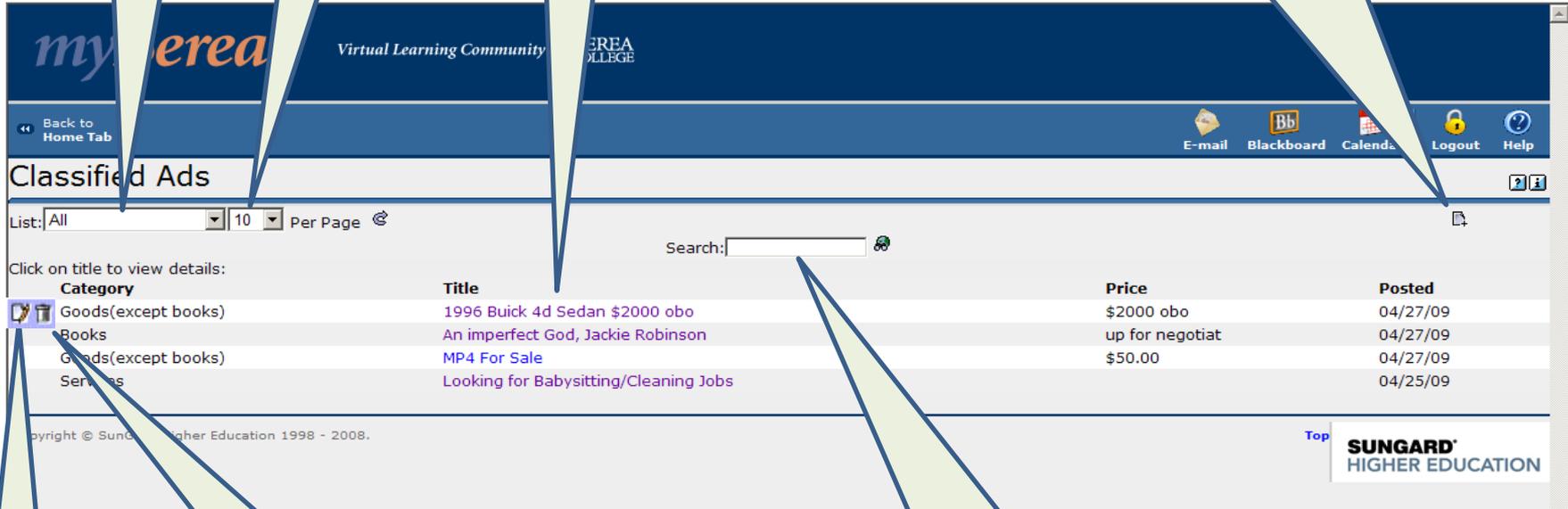
# An example of the Classifieds channel is shown below (colors and fonts may differ depending on your institution and color scheme). Functions and instructions are provided in the call-out boxes:

**To display only ads in a category:**  
Select a category or ALL from the option at the top left and click on .

**To control the number of ads displayed:** Select a number from the ads per page and click on .

**To see a description of the ad:** Click on the ad title

**To post a new ad:** Click on icon and enter the requested information. The ad will remain on the list until the expiration date. If your institution requires approval before posting, you will see it on your list but others won't until it is approved.



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Back to Home Tab E-mail Blackboard Calendar Logout Help

### Classified Ads

List: All 10 Per Page  Search:

Click on title to view details:

Category	Title	Price	Posted
 Goods(except books)	1996 Buick 4d Sedan \$2000 obo	\$2000 obo	04/27/09
Books	An imperfect God, Jackie Robinson	up for negotiat	04/27/09
Goods(except books)	MP4 For Sale	\$50.00	04/27/09
Services	Looking for Babysitting/Cleaning Jobs		04/25/09

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**To edit your ad:**  
Click on icon and make your changes.

**To delete your ad:** Click on icon.  
Note: The trash can will only appear beside an ad that you create. You can only delete ads that you submit.

**To search ads:** Type a word in the search box and click on icon. The ads whose title or description match the word will be displayed. If you type multiple words, all words must match for the ad to be displayed.

Use the following screen as a guide once you have clicked on the icon to post an ad in the classifieds section.

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Back to Home Tab | Email | Blackboard | Calendar | Logout | Help

### Classified Ads

Post an Ad

Posted: 04/21/09  
Category: Jobs(student labor)  
Title: \_\_\_\_\_  
Description: \_\_\_\_\_  
URL: \_\_\_\_\_  
Contact: slinkerd@berea.edu  
Price: \_\_\_\_\_  
Expires in: 7 days

Add Reset

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**Current posting date will appear.**

**Select Jobs(student labor) as the category you are posting into.**

**Title of Job Description/Position will go here followed by the Department Name.  
Example: Office Assistant – Labor Program Office**

**Type in a description of the job.**

**You may attach a link to the student job description.  
Directions for that procedure are on the next page.**

**Leave Price field blank**

**Set the duration of the ad – up to 14 days.**

**The person submitting the ad will be listed as the contact person. Students clicking on this link can automatically e-mail the designated person**

**When completed, click ad and then go to main window to check your posting.**

## Instructions for attaching a student Job Description.

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Back to Home Tab E-mail Blackboard Calendar Logout Help

### Classified Ads

Post an Ad

Posted: 04/21/09  
Category: Jobs(student labor)  
Title: \_\_\_\_\_  
Description: \_\_\_\_\_  
URL: \_\_\_\_\_  
Contact: slinkerd@bera.edu  
Price: \_\_\_\_\_  
Expires in: 7 days

Add Reset

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1. Open a second MS Explorer Window and go to the Berea College Labor Program Webpage at: <http://www.berea.edu/laborprogramoffice/>
2. Select Student Job Descriptions Tab on left.
3. Select the proper link to your department from the list provided.
4. Once you click on the department link, a list of job description links will appear. Select the appropriate job description for your posting.
5. Once the description opens, use a copy function to copy the information found in the Explorer address bar. Example: <http://www.berea.edu/laborprogramoffice/jobdescriptions/documents/lpo-StudentOfficeAssistant.pdf>
6. Once this is copied, paste the information into the URL: field on the screen for posting an ad in the classified section.
7. Once you have all the information inserted, click “add” and a link to this job description will appear with your posting.

# Questions?



Call

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Tanner Jones, Labor Program, ext 3981