



Student Jobs

The Creation and Management
of Job Postings and Applications

TA | RA | HOURLY | UROP



In a Nutshell

- Faculty and Staff make jobs
- Headquarters approves jobs for listing
- Students apply
- Faculty or their staff select from applicants
- Headquarters approves applicants and hires them

Roles

Within the jobs, the roles are:

Supervisor - The faculty or staff overseeing the student's work.

Administrator - Staff who can approve hires in place of faculty.

Applicant - Students who have applied to the job.

Pre-Approved Applicant - For use by Headquarters when a student has been hired and confirmed work eligible prior to the posting of the position.

Job Manager - Headquarters designate who has all rights.



- Create Job
- List Job (on website)
- Select Applicant
- Hiring

Create Job

Begin by logging into the website. You will need to be on campus, or using the MIT virtual private network.

Login here



MIT ARCHITECTURE 🔍 🖨️ + ☰ 👤 ⚙️ Darren Bennett Log out

department	Home	updates	News + Events	overview	Disciplines	handbook	Registration	Subjects
	Welcome		Lectures		Research		Graduate students	
	Information		Calendar		Graduate Degrees		Undergraduate students	Projects
	Open Positions				Undergraduate Degrees		Resources	Publications
	Contact				Admissions		Student Employment	
	Alumni							People

Create Job

Your password is unique to this site. It is not your MIT Kerberos password. You may request a new password to be sent to your email.

MIT ARCHITECTURE
➤ MENU

User account

[Log in](#) [Request new password](#)


E-mail *

Enter your e-mail address.

Password *

Enter the password that accompanies your e-mail.

[Log in](#)



Create Job

When you are logged into the site, select the plus sign icon at the top of your screen.



MIT ARCHITECTURE

Q Darren Bennett Log out

department Home
Welcome
Information
Open Positions
Contact
Alumni

updates News + Events
Lectures
Calendar

overview Disciplines
Research
Graduate Degrees
Undergraduate Degrees
Admissions

handbook Registration
Graduate students
Undergraduate students
Resources
Student Employment

Subjects
Projects
Publications
People

Create Job

Choose “Student Job”
from your list.
(Lists vary per user.)

The screenshot shows a web application interface with a navigation menu. The menu is organized into several sections: 'Disciplines' (handbook, Registration, Graduate studies, Undergraduate students, Resources, Student Employment), 'Technology' (updates, News, Lectures), 'Computation' (program, Overview, Research Gro, Dissertations + Theses, PhD, SMArchS), 'Event' (Exhibit, File, Home, Lecture, Lecture Topic, Location, News, Page, Post, Project, Publication, Publication-old, Registration Page), 'History Theory + Criticism' (updates, News, HTC Forum, AKPIA Lectures, Overview, Faculty Research, Aga Khan Program in Islamic Architecture, Dissertations + Theses, PhD, SMArchS, Undergraduate), and 'Subjects' (Subjects, Projects, Publications, People). A red arrow points to the 'Student Job' option in the 'Event' section. A tooltip for 'Student Job' reads: 'Stores data about available student jobs, related faculty and applicants, and status of job'. The top of the page features a header with 'Reports', 'Help', 'Search', '0 / 2', 'Darren Bennett', and 'Log out'. The bottom of the page features a footer with 'DEPARTMENT OF ARCHITECTURE' and 'Registration Product Display'.

Create Job

Begin by adding a *Title*. The title is the name of the job.
Format titles like this:
[TA_4.151_Architecture Design Core 1 Studio_O'Brien]

Semester (FA18, SP19, etc.)
+Job Type (e.g., RA, TA, Hourly, UROP)
+Subject number
(for TAs or RAs if applicable)
or **Job Name** as applies
+Supervisor last name

The *Job Description* is what the student will be doing. The description should detail if the student is teaching or doing administrative work.

The *Job Dates* need to correspond with the appointment.
RA and TA appointments correspond with the term.

Select the *Semester* in which the student will perform the work.

The *Category* is the job type:
Hourly | RA | RA with teaching | TA admin | TA with teaching | UROP

Enter the *Discipline* group of the faculty member or subject responsible for the student.

The screenshot shows the 'Create Student Job' form with the following fields and values:

- TITLE ***: FA18_TA_4.151_Architecture Design Core 1 Studio_O'Brien
- JOB DESCRIPTION *(EDIT SUMMARY)**: A rich text editor with a toolbar and a large text area.
- Path**: p
- TEXT FORMAT**: Rich Text Editor
- JOB DATES**:
 - DATE**: 2017-06-28 (E.g., 2017-06-28)
 - TO:** 2017-06-28 (E.g., 2017-06-28)
- SEMESTER**: - None -
- CATEGORY ***: - Select a value -
- DISCIPLINE**: - None -

Create Job

Enter the *Subject* number (only for RA and TA positions, if relevant) to search for existing subject listings on the site.

The *Supervisor* is the faculty or staff member responsible for the student. There may be more than one supervisor.

The *Administrator(s)* are staff who will act on behalf of the Supervisor.

Leave this field blank. *Applicants* will be listed as they apply.

The *Pre-Approved Applicant* is someone we know is hired at the time the job is created.

The *Account Name/Type* is the funding source for the position.

The *Cost Object* is the account code to be used, if known.

The *Job Status* is the approval process. The default status will be "New Position Requested - Pending Approval by HQ."

The job will not be posted until HQ verifies that the job is authorized and funded, and updates status to: "Job Approved by HQ - To be listed publicly."

(Pay no attention to the URL Path Settings or other tabs.)

The screenshot shows a web application interface for creating a job. The form is organized into several sections:

- SUBJECT:** A text input field.
- SUPERVISOR(S):** A multi-select field with a plus icon and an "Add another item" button.
- ADMINISTRATOR:** A multi-select field with a plus icon and an "Add another item" button. Below it is a note: "(Staff member who will act on behalf of faculty supervisor when hiring for this position.)"
- APPLICANTS:** A multi-select field with a plus icon and an "Add another item" button. Below it is a note: "List of Applicants to Date"
- PRE-APPROVED APPLICANT:** A text input field.
- ACCOUNT NAME/TYPE:** A dropdown menu with the text "- Select a value -".
- COST OBJECT:** A text input field.
- JOB STATUS:** A dropdown menu with the text "New Position Requested - Pending Approval by HQ".
- Menu settings:** A section with a checkbox labeled "PROVIDE A MENU LINK".
- URL path settings:** A section with the text "Automatic alias".
- Meta tags:** A section with the text "Using defaults".
- Revision information:** A section with the text "No revision".
- Printer, email and PDF versions:** A section with no visible text.
- Comment settings:** A section with the text "Closed".
- Authoring information:** A section with the text "By darrenb".
- Publishing options:** A section with the text "Published, Promoted to front page".

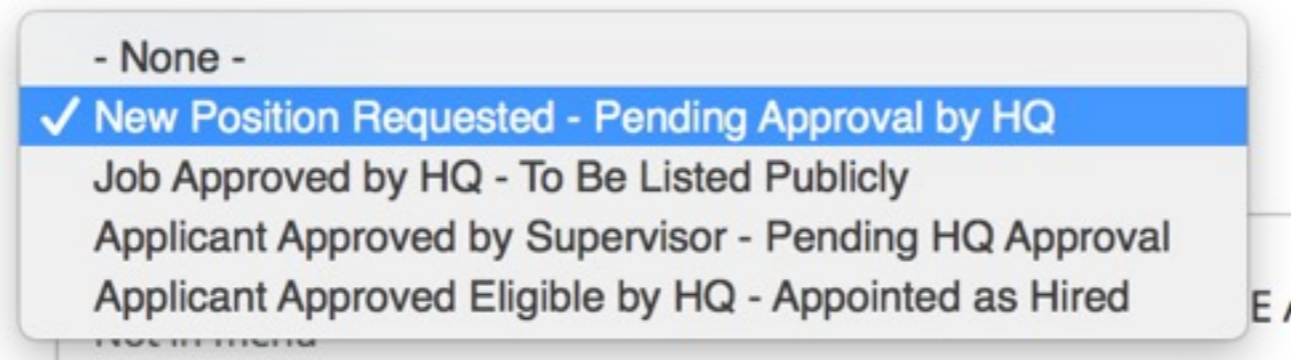
At the bottom of the form, there are two buttons: "Save" and "Preview". A red arrow points to the "Save" button.

Be sure to hit save! 

Create Job

By default, your job will be hidden from students until reviewed by Headquarters. The default *Job Status* is:

“New Position Requested - Pending Approval by HQ.”



When you save the job, an email will go to Headquarters for review. After approval by HQ, students will see the job listed.

Students will then apply, triggering emails to the job supervisors and administrators. By updating the status, we move the job through the process.

Create Job



Jobs for which you are the supervisor or the administrator will appear below your profile on your profile page. Click your name in the upper right to get there.

The screenshot shows a web application interface with a dark header and a light main area. The header includes 'Reports', 'Help', 'Search', '0 / 2', 'Darren Bennett', and 'Log out'. A red arrow points to the 'Darren Bennett' text. Below the header is a navigation menu with icons for search, print, add, list, user, and settings. The main area is divided into several sections: 'Disciplines' (handbook, Registration, CSS Class, Subjects), 'Research' (Graduate students, Conference, Projects), 'Graduate Degrees' (Undergraduate students, Discipline, Publications), 'Undergraduate Degrees' (Resources, Event (short), People), 'Admissions' (Student Employment, Event, History Theory & Criticism), 'Technology' (News, Lectures, updates, News, Lectures, File), 'Computation' (Overview, Research Group, Dissertation + Theses, Lecture, program, Overview, Faculty Research, Aga Khan Program in Islamic Architecture, Dissertation + Theses, PhD, SMArchS, Location, News, degrees, PhD, SMArchS, Undergraduate), 'Subjects' (Subjects, Projects, Publications, People), 'Page', 'Post', 'Project', 'Publication', 'Publication-old', 'Registration Page', 'DEPARTMENT OF ARCHITECTURE', 'Registration Product Display', 'Research News', 'Research Topic', 'Simple', 'Site Text', 'Student Job', 'Subject' (Stores data about available student jobs, related faculty and applicants, and status of job).

List Job

All faculty and staff can create jobs.
Only Headquarters can fully administer jobs.

This means only Headquarters will be able to
approve the job for public listing, and approve
eligible applicants for hire.

Once a job is approved by Headquarters and ready
for public listing, they will change the Job Status to
“**Job approved by HQ - To Be Listed Publicly.**”

Now students can see the job and apply.

The screenshot shows a web form for job listings. At the top is a grey header labeled 'APPLICANTS'. Below it is a search bar with a plus icon and a dropdown arrow. Underneath is a section titled 'List of Applicants to Date' with an 'Add another item' button. The next section is 'PRE-APPROVED APPLICANT' with a dropdown menu showing 'Angeline C. Jacques (3105)'. Below that is 'ACCOUNT NAME/TYPE' with a dropdown menu showing 'Department Funding'. The 'COST OBJECT' field is empty with the instruction 'Enter if known'. A dropdown menu is open, showing several options: '- None -', '✓ New Position Requested - Pending Approval by HQ', 'Job Approved by HQ - To Be Listed Publicly' (highlighted in blue), 'Applicant Approved by Supervisor - Pending HQ Approval', and 'Applicant Approved Eligible by HQ - Appointed as Hired'. Below the dropdown is a 'MENU LINK' label. The bottom part of the form contains several sections: 'URL redirects' (No redirects), 'URL path settings' (Automatic alias), 'Meta tags' (Using defaults), 'Revision information' (No revision), 'Printer, email and PDF versions', 'Comment settings' (Closed), 'Authoring information' (By darrenb on 2017-06-28 15:37:56 -0400), and 'Publishing options' (Published, Promoted to front page). At the very bottom are four buttons: 'Save', 'Preview', 'View changes', and 'Delete'.

List Job

MIT ARCHITECTURE

department Home
Welcome
Information
Open Positions
Contact
Alumni

updates News + Events
Lectures
Calendar

overview Disciplines
Research
Graduate Degrees
Undergraduate Degrees
Admissions

handbook Registration
Graduate students
Undergraduate students
Resources
Student Employment

Search Print Plus Menu User Settings Darren Bennett Log out

Subjects

Projects
Publications

People



Listings, once approved by Headquarters, will appear on the page “Student Employment,” found on the main menu.

List Job

Students will apply using the Apply button.

FA18_RA_4.999_Smith

Submitted by [Darren Bennett](#) on Thu, 2017-08-03 09:15

Fall 2017 - 9/5/2017 to 12/20/2017

This is where the description for the job is located. Describe what the student will be doing. Try to make it clear if the student will be teaching or performing administrative duties.

Percent of Effort: 100%

Category: [RA](#)

Discipline: [Computation](#)

Supervisor(s): Darren Bennett

Account Name/Type:

[RA](#)



Apply

Return to List

Select Applicant

When students apply, supervisors and administrators receive emails with a link to the job. The students will appear on the job page under *Applicant Approval*.

Click “Approve” to choose your student. This will automatically update the Job Status to: **“Applicant Approved by Supervisor - Pending HQ Approval”**

Headquarters will then review the student’s eligibility to work, and ultimately approve the hire.

FA18_RA_4.999_Smith

[View](#) [Edit](#) [Devel](#)

Submitted by [Darren Bennett](#) on Thu, 2017-08-03 09:15

Fall 2017 - 9/5/2017 to 12/20/2017

This is where the description for the job is located. Describe what the student will be doing. Try to make it clear if the student will be teaching or performing administrative duties.

Percent of Effort: 100%

Category: [RA](#)

Discipline: [Computation](#)

Supervisor(s): Darren Bennett

Account Name/Type:

[RA](#)

[Apply](#)

Applicant Approval:

Applicants

Angeline C. Jacques

[Approve](#)



Select Applicant

Applicants will also be listed in the Applicants section of the job in edit mode.



To approve an applicant for review by HQ, choose: "Applicant Approved by Supervisor - Pending HQ Approval."



Supervisors and Administrators (and Job Managers) can approve an applicant to be reviewed by HQ.

If approved, the student will be hired and an appointment processed.

The screenshot shows a web form for editing a job. The 'APPLICANTS' section is at the top, followed by a search bar and a 'List of Applicants to Date' section with an 'Add another item' button. Below this is the 'PRE-APPROVED APPLICANT' section with a search bar. The 'ACCOUNT NAME/TYPE' section is highlighted with a red arrow and shows a dropdown menu with the following options: '- None -', 'New Position Requested - Pending Approval by HQ', 'Job Approved by HQ - To Be Listed Publicly', 'Applicant Approved by Supervisor - Pending HQ Approval' (highlighted in blue), and 'Applicant Approved Eligible by HQ - Appointed as Hired'. Below the dropdown is a 'Not in menu' checkbox and a 'PROVIDE A MENU LINK' checkbox. The bottom of the form has several sections: 'URL redirects' (No redirects), 'URL path settings' (Automatic alias), 'Meta tags' (Using defaults), 'Revision information' (No revision), 'Printer, email and PDF versions', 'Comment settings' (Closed), 'Authoring information' (By darrenb on 2017-06-28 15:37:56 -0400), and 'Publishing options' (Published, Promoted to front page). At the very bottom are buttons for 'Save', 'Preview', 'View changes', and 'Delete'.

Hiring

Only Headquarters can hire a student by changing the Job Status to **“Applicant Approved Eligible by HQ - Appointed as Hired.”**

Student will be notified via email and will be listed on the job posting.

Headquarters will then process the appointment.



The screenshot shows a web application interface for hiring. At the top, there is a section titled "APPLICANTS" with a search bar and a "List of Applicants to Date" section. Below this, there is a "PRE-APPROVED APPLICANT" dropdown menu showing "Angeline C. Jacques (3105)". The "ACCOUNT NAME/TYPE" is set to "Department Funding". The "COST OBJECT" is set to "None". A dropdown menu for job status is open, showing several options, with "Applicant Approved Eligible by HQ - Appointed as Hired" selected. Below the dropdown menu, there are sections for "Menu settings", "URL redirects", "URL path settings", "Meta tags", "Revision information", "Printer, email and PDF versions", "Comment settings", "Authoring information", and "Publishing options". At the bottom, there are buttons for "Save", "Preview", "View changes", and "Delete".

APPLICANTS

List of Applicants to Date

Add another item

PRE-APPROVED APPLICANT

Angeline C. Jacques (3105)

ACCOUNT NAME/TYPE *

Department Funding

COST OBJECT

Enter if known

- None -

New Position Requested - Pending Approval by HQ

Job Approved by HQ - To Be Listed Publicly

✓ Applicant Approved by Supervisor - Pending HQ Approval

Applicant Approved Eligible by HQ - Appointed as Hired

Menu settings PROVIDE A MENU LINK

Not in menu

URL redirects

No redirects

URL path settings

Automatic alias

Meta tags

Using defaults

Revision information

No revision

Printer, email and PDF versions

Comment settings

Closed

Authoring information

By darrenb on 2017-06-28 15:37:56

-0400

Publishing options

Published, Promoted to front page

Save Preview View changes Delete

Email samples

New Student Job Posting Email: To Headquarters

Please review the listing and approve if appropriate.

<https://architecture.mit.edu/user/login?destination=node/6993>

Postings are approved by changing the Job Status from “Pending” to “Job Approved.”

Application Submitted Email: To Supervisors and Administrators

Darren Bennett has applied to your FA18_RA_4.999_Smith position. Please review applicant and approve as appropriate by (instructions)

Click the "Approve" button next to an applicant's name to approve the applicant.

View here: <https://architecture.mit.edu/user/login?destination=node/6993>

End