Using the Student Employment Portlet on the Colgate Portal:
Instructions for Supervisors and Portal Contacts

Requesting a Student Employment Tab on the Colgate Portal

Log onto the Colgate Portal at portal.colgate.edu. If you do not see a tab labeled "Student Employment" near your "Home" and "Welcome" tabs, please submit a request to the ITS Help Line (x7111 or helpline@colgate.edu) to the tab added to your user profile.

After that, whenever you click on the Student Employment tab on your portal home page, you'll be taken directly to the Student Employment portlet, where you can manage your student job descriptions/postings (see below).

Managing Your Student Job Descriptions/Postings

(Please note: If you make no changes to your job descriptions, you can post and un-post your jobs at will, without the need for Student Employment to approve description changes. Log onto the Colgate portal.

- Select the Student Employment tab.
- Click on the "Submit/Edit Job" link to see any jobs for which you are the supervisor (or portal contact) of record. From there you can do any of the following:

Modify an existing job description (If a colleague's name is currently associated with a particular student job but you are now supposed to receive the applications, please call x6442 and ask to have the supervisor's name changed for the exiting job).

- Click on the pencil icon to the left of the relevant job number.
- Make any changes necessary. (As before, the starting hourly rate and approval status can be modified only by Student Employment.)
- When done making changes, click on the "update" button. Please do NOT click the "delete" button unless your department will never, ever use this job description again.

Post or un-post a job

- Click on the pencil icon to the left of the relevant job number.
- Scroll to the bottom of the description. For the "Advertise Job to Students" option, select "Yes" or "No," as appropriate.
- Then click "update" at the bottom of the screen. Please do NOT click the "delete" button.

Create a new job

Please use this function only for entirely new positions. Click on the "Submit/Edit Job" link, then select the "Add new Posting" option toward the top of the page.

- Enter all the pertinent information about the job, leaving no item blank except for "Starting hourly rate" and "Approved," both of which will later be completed by Student Employment.

- When done, click the "Save" button at the bottom of the page. (The "Cancel" button may be used if you've decided not to create the job you've started working on OR you wish to start the description over again rather than simply revisiting what you've already typed.)

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If you have any questions, please do not hesitate to ask.

Student Employment
Human Resources
13 Oak Drive
Hamilton, NY 13346
Phone: (315) 228-7411
e-mail: studentemployment@colgate.edu