Changing the number of Available Openings in JobX

The number of available openings assigned to a job description determines the number of slots created to hire students.

To change the number of available openings simply select the job description using the "edit job" icon on your dashboard.

Scroll to the bottom and look for the drop down question titled, "Time Frame for this Job"

This number must be greater than "0" to list a position. The number must also be equal to or greater than the number of students you attempt to hire.

You will need the student's legal name and ID correct at this stage in order to proceed. If any of these are incorrect, you will not be able to proceed. To see the system's noted name and ID, you may use the "Search Students" functionality under the "JobX" tab.