

# 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.

<b>SEO Co-Director FA</b>	Applications: <a href="#">0 (0 New)</a>	Employer: Student Employment Office
<input type="checkbox"/> Job Id: 4416 Contact Person: Kristin Moore Wage: \$10.80 /hr	Status: Review Location: Parrish Hall 160	Listed: 07/20/18 Job Type: On-Campus Hourly Student Jobs
		Actions <b>Edit Job</b> Manage Application Hire Applicant
<b>SEO Co-Director PR</b>	Applications: <a href="#">0 (0 New)</a>	Employer: Student Employment Office

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

<b>Number of Available Openings *</b>	<input type="text" value="0"/>
<b>Hours per Week</b> <small>Maximum of 20 hrs when classes are in session.</small>	<input type="text" value="4.0"/> to <input type="text" value="10.0"/>
<b>Time Frame for this Job</b>	<input type="text" value="Spring 2020 (01/01/2020 - 05/31/2020)"/>

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.

Hire Students  
For Job: SEO Co-Director FA

For Candidates who did not apply on-line, you must enter Last name and Employee ID.

There are **4** openings for this position. Please select 4 or fewer applicants to fill this job.

-- Click for help on completing this step.

Hire On-line Applicants	Hire Candidates who did not apply On-line			
There are currently no applicants for this job. You must write the name(s) manually.	First Name	Middle Initial	Last Name	Employee ID
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="button" value="Go to step 2"/>			

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.

Home Employees ▾ **JobX ▾** Reporting ▾ Access & Audit ▾ Uploads ▾ Site Set up ▾ Content ▾ Help ▾

**Hire Students**  
For Job: SEO Co-Director FA

For Candidates who did not apply online, you must enter the last name and Employee ID.

There are **4** openings for this job. You must enter the name and Employee ID of the applicant to fill this job.

ⓘ <-- Click for help on this page

- JobX Home (Job Control Panel)
- Find JobX Users
- Admin Find Jobs
- Approve JobX Hire Requests
- Edit Default Job Applications
- Manage Quick Job Searches
- Search Students**
- JobX Statistics
- Manage JobMail

Hire On-line Applicants	Hire Candidates who did not apply online
There are currently no applicants for this job. You must write the name(s) in manually.	First Name
	1. <input type="text"/>
	2. <input type="text"/>
	3. <input type="text"/>