How to Post Work-Study Positions on JobNet

2. Select “Employer” user type.
3. New JobNet User? Select “Register” or “Register and Post Local Job.”
   Returning User? Log-in with your username and password.

5. Under Position Information, select “Work-Study.”

6. Fill in the Title field.

7. Fill in the Job Description field.

8. Fill in the Qualifications field and add the phrase, “ONLY FOR PVCC STUDENTS AWARDED WORK-STUDY BY THE FINANCIAL AID OFFICE.”
10. Fill in Employer Email field.
11. Select Posting Date.
12. Select Expiration Date.
13. Select Desired Start Date.
14. Select Approximate Hours Per Week. Note: Work-Study students may work up to 20 hours per week.
15. Fill in the City field.
16. Fill in the State field.
17. Fill in the Country field.
18. Under Compensation Type, select “Hourly.”
19. Under Compensation Details, type “$9.00 per hour.”
20. Click “Submit.”

21. Your position is now posted. View your job posting below.