Log on to the SJS:

1) [http://tembo.uoregon.edu/jobs/dept-login.asp](http://tembo.uoregon.edu/jobs/dept-login.asp)
or:
2) [http://uocareer.uoregon.edu](http://uocareer.uoregon.edu):
   a) Select the ‘Employers’ tab
   b) Select ‘Hire Students and Alumni’
   c) Select ‘Post On-Campus/Work-Study Positions’
   d) Select ‘Student Jobs System’

Access the SJS:

1) Select your department from the drop-down menu.
2) Enter your password.
3) Click on “Continue to Department Management Page”
4) Review the messages below the SJS News & Announcements box.

Enter a new job:

1) Click the [Post a new job](http://tembo.uoregon.edu/jobs/dept-login.asp)
button in the lower right-hand corner of the green “Taking Applications”
box.
2) Complete all information –NOTE that there are 2 columns
3) Click the [Submit](http://tembo.uoregon.edu/jobs/dept-login.asp)
button at the bottom of the page.

Edit a current job:

1) Click on the [Edit](http://tembo.uoregon.edu/jobs/dept-login.asp)
box next to the job.
2) Make all necessary changes.
3) Click the [Submit](http://tembo.uoregon.edu/jobs/dept-login.asp)
button at the bottom of the page.

Open or Close an Existing Job:

1) Navigate to the “Job status information: block
2) Fill in the current number of open and filled positions.
3) Select the appropriate button for “Taking Applications” or “Not Taking Applications”
4) Fill in the dates for the Job Posting to be displayed. If the job is closed, DELETE the dates.
5) Scroll to the bottom of the page and click the [Submit](http://tembo.uoregon.edu/jobs/dept-login.asp)
button.

Search for Jobs:

1) Select the Search Jobs link in the “Tools” block.
2) Enter your selection criteria.
3) Click on the [Submit](http://tembo.uoregon.edu/jobs/dept-login.asp)
button.

For Assistance:

Pat Ferris at 346-3214, [jobs@uoregon.edu](mailto:jobs@uoregon.edu)
Kyna Burgett at 346-1173, [kmbacon@uoregon.edu](mailto:kmbacon@uoregon.edu)