SUPERVISOR INSTRUCTIONS FOR POSTING STUDENT EMPLOYMENT POSITIONS

Visit the DCTC Student Employment web page:

https://www.dctc.edu/admissions/pay-for-college/student-employment/
INSTRUCTIONS TO POST A STUDENT EMPLOYMENT POSITION

To post a student employment position, you will need to use the FA Manage website. The site can be reached at the following URL:

https://famanage.dctc.edu/

You will be presented with a Login page. You will login with your Star ID and Star ID Password.

If you are presented with the Login page again, or receive an error message, click the Login button again. If you continue to experience login issues, please contact Michael Crider at 651-423-8554, or Michael.Crider@dctc.edu.
When you are successfully logged in, you will be presented with the following page:

You are now viewing a list of student applications for student employment positions.
TO POST A NEW JOB

• In the black header at the top of the page, click on Employment Postings.

• On the Employment Postings page, click on the +Add Posting button.
• You will now be on the Employment Postings Create page. You may now complete the web form with the information that will be used to create the posting.

• In the Location box, please be clear which department/program area is posting the position and include a room number if possible.

• In the Duties box, please provide plenty of detail to make your posting attractive to students.

• Clearly define any special qualifications the position requires.

• Provide a detailed Work Schedule, including days of the week and times needed, as student work hours must not conflict with the student’s class schedule.

• Be sure to list your contact information so the Office of Financial Aid can follow up to clarify information if necessary.

• When you have completed entering all information for the position, click the Submit button at the bottom-left of the page.
YOU CAN POST, EDIT, REPOST OR EXPIRE JOB POSTINGS

• **Post** new job opportunities - it’s unlimited and free.
• **Edit** job postings as needed.
• **Re-post** expired jobs if they are still open or become open again.
• **Expire** jobs when they have been filled so they are taken down.

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**Questions?**

Contact Michael Crider in the Office of Financial Aid for any Student Employment related questions:
 michael.crider@dctc.edu
651-423-8299

Contact Kelly Jesh in the Business Office for any payroll related questions:
 kelly.jesh@dctc.edu
651-423-8248