



DAKOTA COUNTY
TECHNICAL COLLEGE

SUPERVISOR INSTRUCTIONS FOR POSTING STUDENT EMPLOYMENT POSITIONS

Visit the DCTC Student Employment web page:

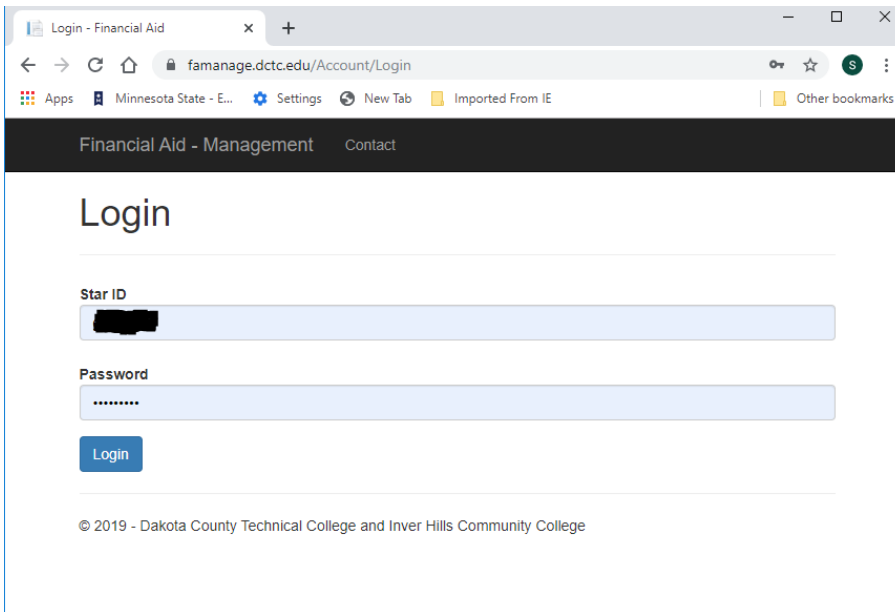
<https://www.dctc.edu/admissions/pay-for-college/student-employment/>

INSTRUCTIONS TO POST A STUDENT EMPLOYMENT POSTION

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.

A screenshot of a web browser displaying the login page for the Financial Aid Management system. The browser's address bar shows the URL "famanage.dctc.edu/Account/Login". The page features a dark navigation bar with "Financial Aid - Management" and "Contact" links. Below this, the word "Login" is prominently displayed. There are two input fields: "Star ID" with a masked value and "Password" with masked characters. A blue "Login" button is positioned below the password field. At the bottom of the page, a copyright notice reads "© 2019 - Dakota County Technical College and Inver Hills Community College".

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:

Financial Aid - Management Contact Student Employment Employment Postings Logged in as Scott Roelke Logout

Student Employment Applications

Academic Year: Fall 2019 - Spring 2020 Update

Show 10 entries Search:

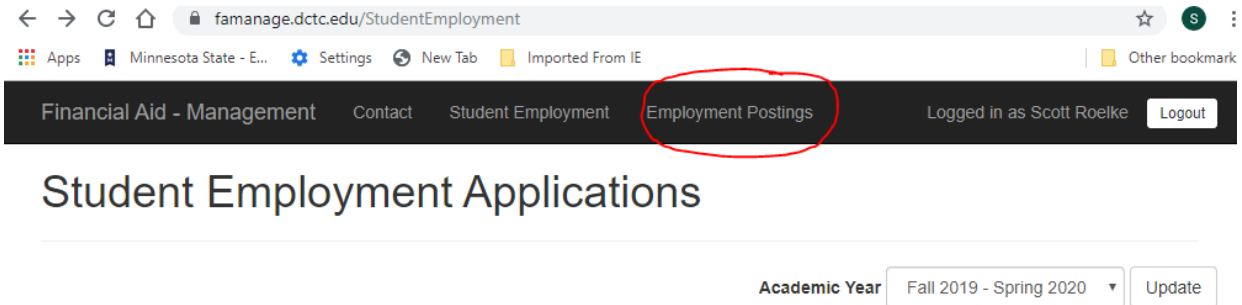
Date Submitted	Student	School	Academic Year	Job Applied For	Major	Status	Last Updated	
12/27/2018	Cody Sticha	DCTC	Fall 2018 - Spring 2019	Library assistant	MTPA	Submitted	12/27/2018	Details
12/26/2018	Zachary Wilbur	DCTC	Fall 2018 - Spring 2019		BIOA	Submitted	12/26/2018	Details
12/23/2018	Becky Mairura	DCTC	Fall 2018 - Spring 2019	Student life	INVS	Submitted	12/23/2018	Details
12/23/2018	Thu Huynh	DCTC	Fall 2018 - Spring 2019	Library Assistance	PNSD	Submitted	12/23/2018	Details
12/19/2018	Juan Rodriguez	DCTC	Fall 2018 - Spring 2019	Wellness center supervisor and Game day worker	DENA	Submitted	12/19/2018	Details
12/16/2018	Becky Mairura	DCTC	Fall 2018 - Spring 2019	gym or student life	INVS	Submitted	12/16/2018	Details
12/15/2018	Ryan Buurman	DCTC	Fall 2018 - Spring 2019	Student life work study	ARCD	Submitted	12/15/2018	Details
11/26/2018	Anthony Westcot	DCTC	Fall 2018 - Spring 2019	Photography Assistant	HVCD	Submitted	11/26/2018	Details
11/20/2018	Kit Piepkorn	DCTC	Fall 2018 - Spring 2019	Wellness Center Supervisor and Game Day worker	ESSS	Submitted	11/20/2018	Details
11/20/2018	Annie Nguyen	DCTC	Fall 2018 - Spring 2019	This is just a test!		Submitted	11/20/2018	Details

Showing 1 to 10 of 192 entries Previous 1 2 3 4 5 ... 20 Next

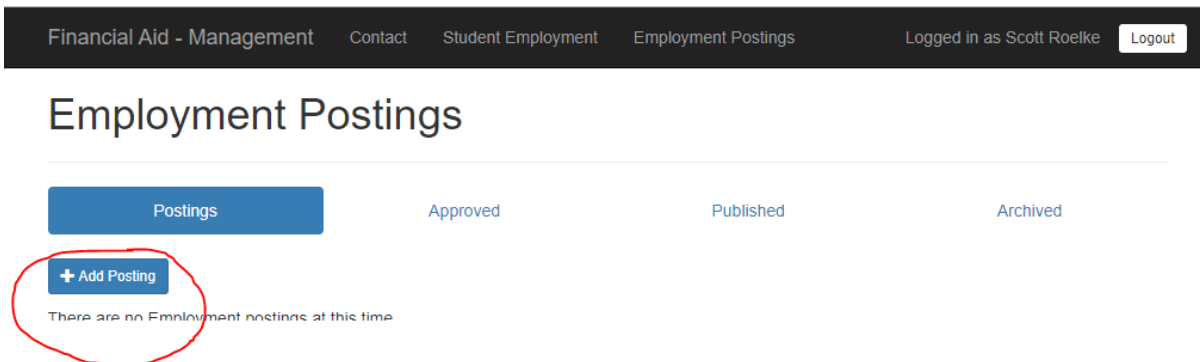
You are now viewing a list of student applications for student employment positions.

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.

Financial Aid - Management
Contact
Student Employment
Employment Postings
Logged in as Scott Roelke
Logout

Employment Postings Create

Posting Information

Summary

Tilt-A-Whirl Pixie Dust Spreader

Campus

DCTC

Working Title

Entertainment Engineer Assistant

Location

Enrollment Services

Duties

Ensure guests enjoy a clean and safe visit.
Guide guests.
Light cleaning of surfaces.

Qualifications

Ability to use cleaning supplies.
Must be able to lift 10 pound bucket of sawdust.

Work Schedule

Variable:
Mondays and Wednesdays from 10:00 a.m. to 2:00 p.m.
Fridays from 9:00 a.m. to 12:00 p.m.

Start Date

11/04/2019

End Date

12/15/2019

Number of Positions

1

Hours Per Week

16

Contact Name

Scott P Roelke

Contact Phone

6514238297

Contact Email

SCOTT.ROELKE@DCTC.EDU

Submit

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- 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.
-

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