

1. Creating and Posting a Work Study Job

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Any department that is interested in hiring a Work Study student employee should post their job online, on the [Career Development website](#).

Once logged in, Supervisors should click "**Post a Job**" and follow the guided steps.

If you have questions or issues with logging-in, please contact careerdevelopment@massart.edu

Required information

When creating a posting for a new job you must include the following information before it can be approved.

Position information

- Position Title
- Graphic Region of Position (Select "Boston Metro")
- Supervisor Name, Position, and Department
- Hours per Week
- Pay Type (Select "Hourly")
- Hourly Rate or Salary (all Work Study students are currently paid \$11/hour.)
- Type of Job
- Position Duties & Description
- Application instructions (How can they apply for the position? Email? Is a resume needed? Etc.)