Job Postings – Add, Edit & Removal

Add a Posting – Process

1. Go to www.msudenver.edu/hr
2. Select “Supervisors”
3. Select “Request for Student Job Posting” link
4. Fill out Request Form

5. Click the “Submit Job Announcement” button

6. This sends an email to HR and we will upload the information within 3 business days (it may take a day or two longer in peak times).
Editing a Posting –

1. Go to www.msudenver.edu/hr and go to the request form

2. On the request form select the radial button for “Edit Existing Job Posting” and Enter job number (S11XXX) (go to job board at https://prod-banner.msudenver.edu/pls/prod_web/bwmswkvj.P_DisplayMainPage to find the job number if you don’t know it).
3. Fill in the sections that need edited, for areas that don’t have any changes please enter “N/A” and click submit when done.

4. This sends an email to HR and we will upload the information within in 3 business days (it may take a day or two longer in peak times).

**Removal of a Job Posting –**

1. Go to [www.msudenver.edu/hr](http://www.msudenver.edu/hr) and go to the request form
2. Select radial button for “Delete Existing Posting” and fill in Job Number.

3. “N/A” can be entered in each field and click “Submit” when done.

4. This sends an email to HR and we will remove the posting within in 3 business days (it may take a day or two longer in peak times).