

Tru-Positions

Truman's Centralized Student Positions Website

On-Campus and Off-Campus
Supervisor Instructions

Go to trupositions.truman.edu

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TRU-POSITIONS

Home » View Position Listings

Home
Site Search

- ▶ **View Position Listings**
- ▶ Student Information
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Position Listings

Search for in Institutional Work Study Scholarship Search

Click on a position name to view more details or apply.

Total rows: 0-0 / 0 # rows per page 10

Position Title	Location	I	W	S	Hours	Available	Supervisor(s)
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URL <http://trupositions.truman.edu/iobs.aso> Webmaster Contact

Click
Supervisor
Information
to get started

Adding Positions

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TRU-POSITIONS

Home » Supervisor Information

Supervisor Information


- [Position Listings](#)
- [Sample Position Listing](#)
- [Tutorials](#)

Click 'Position Listing' to Add/update a job description.

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Access is given to faculty & staff



Home »

Home

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Please Login

[Truman Faculty & Staff](#)

Truman Username:

Password:

Use your network username and password

OR

[Off-Campus Supervisors](#)

Email:

Password:

Use your e-mail address and password for i-clearance

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URL <http://trupositions.truman.edu/jobposting/login.asp> [Webmaster Contact](#)

Adding a new position

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TRU-POSITIONS

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Welcome, Tom Stuart [Logout](#)

Student Employment Position Listing

[Add New](#) Click 'Add New' to post a position

Total rows: 0-0 / 0 # rows per page 10 [Clear all](#)

True

Position Title ▲	Location	I	S	W	Hours	Available	Active	Applicants
------------------	----------	---	---	---	-------	-----------	--------	------------

[Add New](#)

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General Information-all fields required

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Welcome, Tom Stuart [Logout](#)

Student Employment Position Listing

There are currently 0 applicants for this position.

Position Title:

Position Listing Status:

Active Inactive **Change to Active Status**

Type of Employment: *Indicate more than one type if needed.*

Institutional Payroll
 Scholarship Service
 Federal Work-Study

On-Campus Off-Campus

Department: **Indicate your department**

Supervisor(s):

Network ID

Enter a username to add as a supervisor:

General Information-all fields required

All fields must be entered.

Number of Positions Available: *Many departments need more than one student with the same qualifications. You may indicate here that you need 10 tutors or 20 Hall Desk Associates, etc.*

Start Date: *Indicate exact date the student employee must begin work or simply ASAP.*

Length of Employment: *Academic Year, Fall Semester, Spring Semester, Summer or exact dates.*

Wage Rate: or a **monthly stipend of** *Not valid for Institutional or Work Study Positions*

Duties and Responsibilities: *Summarize the position responsibilities.*

Please enter the tasks, duties, and responsibilities for this position.

Qualifications: *List the qualifications necessary to perform the duties and responsibilities of the position.*

Please enter your qualifications you are looking for in a student.

Competencies

Competency fields are not required but we strongly encourage you to fill them in so the student will have a greater knowledge of the skills required for the position.

Competencies:

Please list skills in any or all of the following areas. Examples are provided.

Communication Skills: *Utilize effective oral communications when answering questions*

Critical/Creative Thinking and Problem Solving: *Resolve needs of clients
Trouble shoot hardware problems*

Computer: *Knowledge of Microsoft Word, Excel and internet*

Clerical: *Type at least 60 wpm
Ability to multi-task
Excellent filing skills
Maintain accurate records*

When finished

Click 'Add' when
you are finished



Team Work/Team Leading: *Willingness to learn and to train others
Demonstrate ability to work positively with others*

Multicultural: *Have ability to work with diverse campus populations
Understand, accept and appreciate different cultures
Expand general knowledge of foreign cultures*

Additional Information: *Any additional comments and/or requests pertaining to the position.*

Your position is posted!

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Welcome, Tom Stuart [Logout](#)

Student Employment Position Listing

[Add New](#)

Total rows: 1-1 / 1 Page 1 of 1 # rows per page 10 [Clear all](#)

True

Position Title	Location	I	S	W	Hours	Available	Active	Applicants
Position Title	Financial Aid	√	√	√	8	10	√	0

Making a change to your position

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Student Employment Position Listing

[Add New](#)

Total rows: 1-1 / 1 | Page 1 of 1 | # rows per page 10 [Clear all](#)

True

Position Title	Location	I	S	W	Hours	Available	Active	Applicants
Position Title	Financial Aid	√	√	√	8	10	√	0

Click on your position to make a change

Making a posting inactive

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Welcome, Tom Stuart [Logout](#)

Student Employment Position Listing

There are currently 0 applicants for this position.

Position Title:

Position Listing Status:

Active
 Inactive

Type of Employment: *Indicate more than one type if needed.*

- Institutional Payroll
- Scholarship Service
- Federal Work-Study

On-Campus Off-Campus

Department:

Supervisor(s):

Tom Stuart
MC 106
6607854158
tstuart@truman.edu

Enter a username to add as a supervisor:

You can make any changes you want to your positions.

For example, making your posting inactive

After making any changes

After making your changes, you must click the update button.



Team Work/Team Leading: *Willingness to learn and to train others
Demonstrate ability to work positively with others*

Multicultural: *Have ability to work with diverse campus populations
Understand, accept and appreciate different cultures
Expand general knowledge of foreign cultures*

Additional Information: *Any additional comments and/or requests pertaining to the position.*


If you wish to delete your posting click here.



Update

Cancel

Delete

- 
- Now that your position is posted, you will receive an e-mail when a student has applied for your position.
 - You can then view their application on Tru-Positions.

Viewing your applicants

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Click on 'Position Listing'

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Viewing the application

The screenshot shows the Truman State University website's 'TRU-POSITIONS' section. The header includes the university name and navigation links. The main content area displays a 'Student Employment Position Listing' table with one entry for 'Financial Aid' and 1 applicant. A blue circle highlights the '1' in the 'Applicants' column. A yellow highlight is present on the 'Welcome, Tom Stuart' message.

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Student Employment Position Listing

Click on your position

[Add New](#)

Total rows: 1-1 / 1 | Page 1 of 1 | # rows per page 10 | [Clear all](#)

Position Title	Location	I	S	W	Hours	Available	Active	Applicants
Position Title	Financial Aid	√	√	√	8	10	√	1

Viewing the application

The screenshot shows a web application interface. On the left is a navigation menu with links for Home, View Position Listings, Student Information, Supervisor Information, Position Listings (with sub-links for Applications, Sample Position Listing, and Tutorials), Contact Us, and Career Center. The main content area has a breadcrumb trail: Home » Supervisor Information » Position Listings. Below this is a yellow banner with 'Welcome, Tom Stuart' and a 'Logout' link. The main heading is 'Student Employment Position Listing'. A yellow box with a red border contains the text 'There are currently 1 applicants for this position. [View](#)', with a large blue arrow pointing to the 'View' link. Below this are form fields for 'Position Title', 'Position Listing Status' (with radio buttons for Active and Inactive), 'Type of Employment' (with checkboxes for Institutional Payroll, Scholarship Service, and Federal Work-Study), 'On-Campus' (with radio buttons for On-Campus and Off-Campus), 'Department' (a dropdown menu showing 'Financial Aid'), and 'Supervisor(s)' (a dropdown menu showing 'Tom Stuart').

Click view at the top of your position listing to view your applicants

Viewing the application

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Position Title Applications

Delete Selected Email Selected

Total rows: 1-1 / 1 Page 1 of 1 # rows per page 10 [Clear all](#)

	Name	Term	Hours	Apply Date	Rating
<input type="checkbox"/>	Smith, John	2009-2010 Academic Year	6-10	7/9/2009 9:08:22 AM	-

Click on the applicants name to view their application

Making comments on applications

The screenshot shows a web application interface for reviewing student applications. On the left, there is a form with the following fields: **Position Title**, **Term of Employment:** 2009-2010 Academic Year, **Hours per Week:** 6-10, and a section titled **Personal Data** containing **First Name:** John, **Last Name:** Smith, **Banner ID:** 000000000, **Local Address:**, **Home Address:**, **E-mail:**, **Home Phone:**, **Cell Phone:**, **Have you worked for the University before?** Yes, **If yes, where?**, and **List any relatives presently employed at Truman:**. On the right, there is a **Rate This Application** box with a **Rating:** dropdown menu set to 4 and a **Notes:** text area containing the text "Excellent Student, must hire". A **Close** button is located in the top right corner of the rating box. Two text annotations are present: "The student's information will appear to the left." is positioned to the right of the Personal Data section, and "You can make comments and rate the applicant above and they will be saved when you click close in the upper right hand corner." is positioned to the right of the Rating and Notes section.

Position Title

Term of Employment: 2009-2010 Academic Year

Hours per Week: 6-10

Personal Data

First Name: John

Last Name: Smith

Banner ID: 000000000

Local Address:

Home Address:

E-mail:

Home Phone:

Cell Phone:

Have you worked for the University before? Yes

If yes, where?

List any relatives presently employed at Truman:

Rate This Application

Rating: 4

Notes: Excellent Student, must hire

Close

The student's information will appear to the left.

You can make comments and rate the applicant above and they will be saved when you click close in the upper right hand corner.

Alerting the student of decision

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Position Title Applications

Delete Selected Email Selected

Total rows: 1-1 / 1 Page 1 of 1 # rows per page 10 Clear all

	Name	Term	Hours	Apply Date	Rating
<input checked="" type="checkbox"/>	Smith, John	2009-2010 Academic Year	6-10	7/9/2009 9:08:22 AM	4

Send the student an e-mail instantly by selecting their name and clicking 'Email Selected'

Notification of decision

Send Email

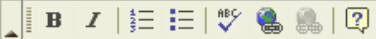
From Name:

From Email:

Subject:

CC:

Message:



Dear John Doe:

I have reviewed your application and we would like for you to perform your scholarship hours in our positions. Please fill out the scholarship renewal form.

Thanks

Here you can contact the student for an additional interview or instruct them to fill out the scholarship renewal form.

Deleting application

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Position Title Applications

Delete Selected Email Selected

Total rows: 1-1 / 1 Page 1 of 1 # rows per page 10 Clear all

<input type="checkbox"/>	Name	Term	Hours	Apply Date	Rating
<input checked="" type="checkbox"/>	Smith, John	2009-2010 Academic Year	6-10	7/9/2009 9:08:22 AM	4

You can delete student from your listing once you have notified them by selecting their name and click 'delete selected'.

A few tips on position listings

- If you are going to use a position in the future, simply make it inactive so you don't have to re-enter it every year.
- Once you delete a position or applicant, it is gone so please be careful when deleting.

Questions or Comments

- If you have any questions or comments about Tru-Positions, please contact the Financial Aid Office at finaid@truman.edu or by phone at 4130.
- Suggestions for improvement are welcomed!