

Accessing the Job Board

Navigate to [Student Employment Off-Campus Supervisors Web page](#)

Click on “Off-Campus Employer Job Board”

 Student Employment Office



Off-Campus Employers

Off-campus employers may use the services of Boston University Student Employment to hire BU students.

What's Happening Now

- [Summer Hires](#)
- [Form I-9 error messages and issues – RESOLVED](#)
- [Important facts about working at Boston University over the Summer -Revised 04/30](#)
- [Student Employment/Payroll News – Supervisor Edition](#)

News

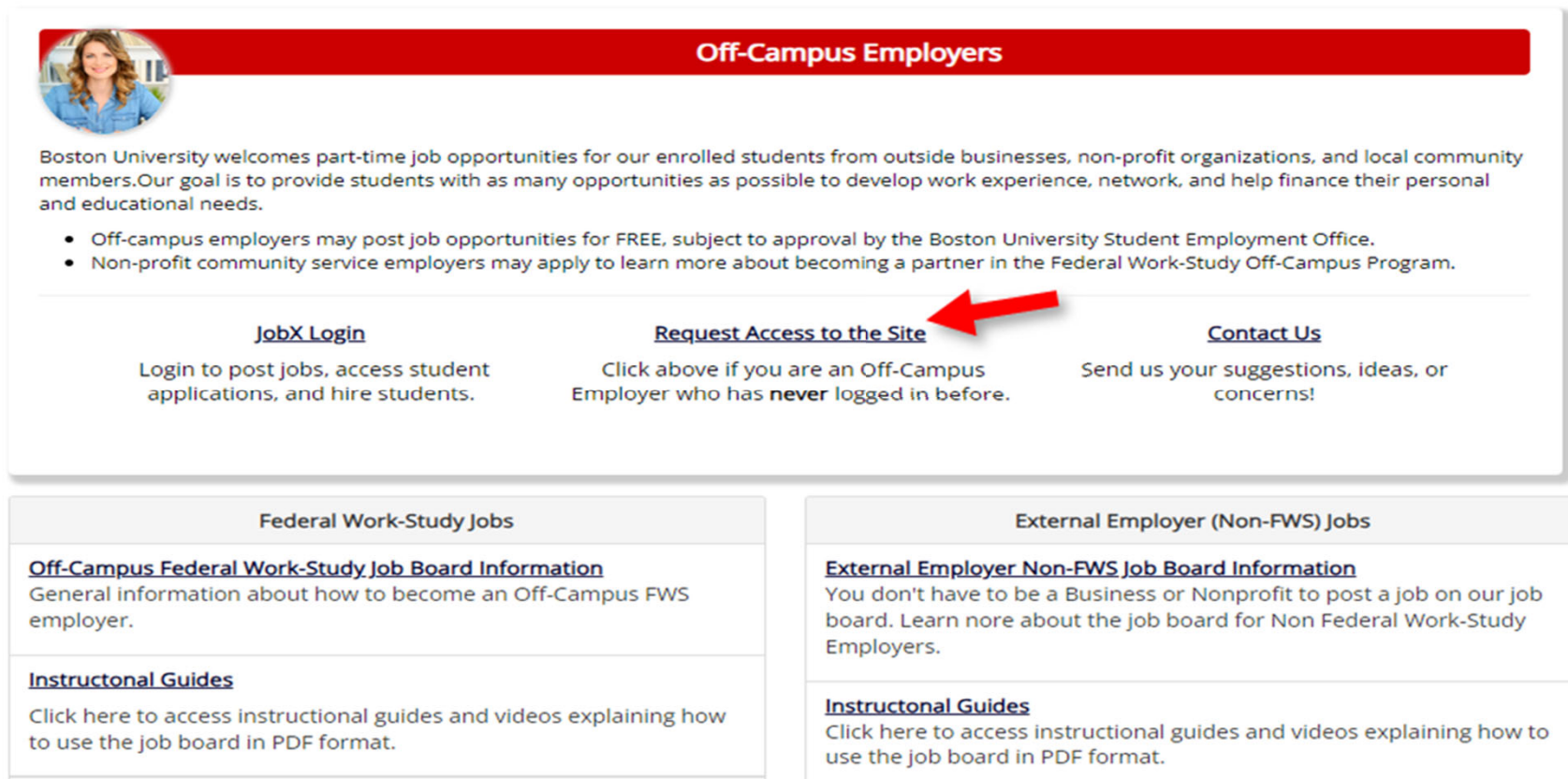


In using the SEO, you can work on or off-campus, build your resume...and use these opportunities as a stepping-stone for your future career.



Accessing the Job Board – Request Access

If this is your first-time using Boston University’s Student Job Board, Click the ‘Request Access to Site’ link.



Off-Campus Employers

Boston University welcomes part-time job opportunities for our enrolled students from outside businesses, non-profit organizations, and local community members. Our goal is to provide students with as many opportunities as possible to develop work experience, network, and help finance their personal and educational needs.

- Off-campus employers may post job opportunities for FREE, subject to approval by the Boston University Student Employment Office.
- Non-profit community service employers may apply to learn more about becoming a partner in the Federal Work-Study Off-Campus Program.

[JobX Login](#)
Login to post jobs, access student applications, and hire students.

[Request Access to the Site](#)
Click above if you are an Off-Campus Employer who has **never** logged in before.

[Contact Us](#)
Send us your suggestions, ideas, or concerns!

Federal Work-Study Jobs

[Off-Campus Federal Work-Study Job Board Information](#)
General information about how to become an Off-Campus FWS employer.

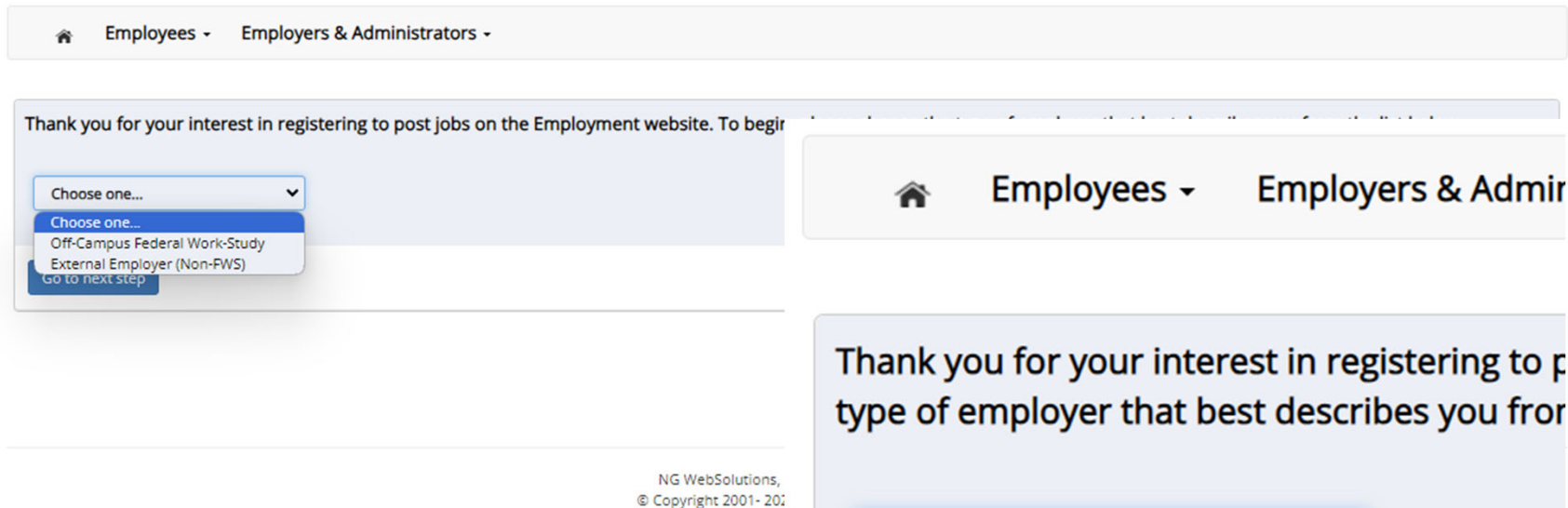
[Instructional Guides](#)
Click here to access instructional guides and videos explaining how to use the job board in PDF format.

External Employer (Non-FWS) Jobs

[External Employer Non-FWS Job Board Information](#)
You don't have to be a Business or Nonprofit to post a job on our job board. Learn more about the job board for Non Federal Work-Study Employers.

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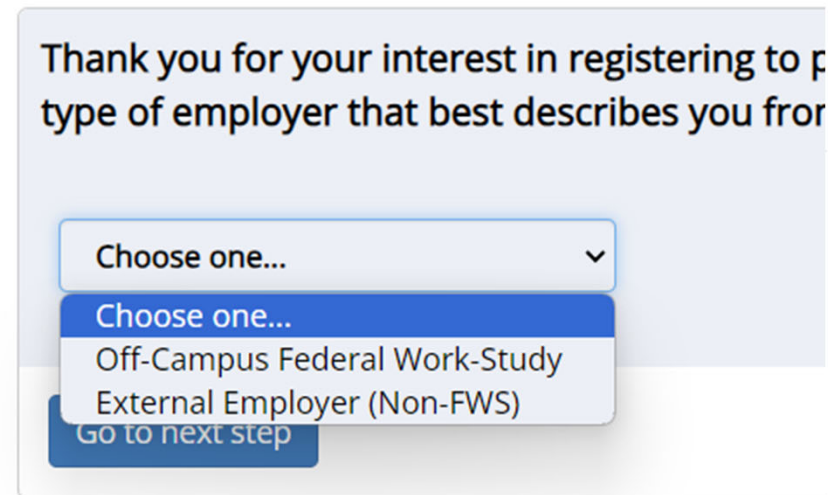
Accessing the Job Board – Request Access



Select the option that fits you best:

Off-Campus Federal Work-Study - Reserved organizations that establish Work-Study partnerships with the University

External Employer - Available to all interested parties who are willing offer job opportunities, big or small.



Accessing the Job Board – Request Access

- Complete the Request Login Form.
- Under Employer select one of the following options that best describe you.
 - Private Home
 - Business
 - Non-Profit Organization
- For users who select Business or Non-Profit Organization, please input the name of your institution.
- If no option is applicable, leave the “Employer” blank and add a note.

Request Log In permission

Request Permission To Use This Site
You must be a registered user to post jobs on the Employment website. Please fill out the following information, and we will evaluate your request as quickly as possible.

First Name *

Middle Name

Last Name *

BU ID *

Full Email Address *
Example: yourname@university.edu

Street 1

Street 2

City

State

Zip Code

Phone


Fax Number

Website


Choose a Password * Enter Password:
Passwords are case sensitive.

Re-Enter Password:


Please choose the employer for which you work from the list below.


Employer 

Job Title

Notes
If your employer is not listed in the pull-down menu, please provide the name of the employer you should be affiliated with here. Also use this space to indicate if you have applications in more departments than the one you indicated with the pull-down menu above. 

This must be verified prior to submitting the form

I'm not a robot 



Accessing the Job Board – Request Access

- All users are required to provide a job title.
- If you are not part of a business or organization, please type your name in the “Job Title” field.
- Then click **‘Submit’** button to submit your request for an approved login.

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First Name *

Middle Name

Last Name *

BU ID *

Full Email Address *
Example: yourname@boston.edu

Street 1

Street 2

City

State

Zip Code

Phone


Fax Number

Website

Choose a Password * Enter Password:
Passwords are case sensitive.

Re-Enter Password:


Please choose the employer for which you work from the list below.


Employer 

Job Title

Notes
If your employer is not listed in the pull-down menu, please provide the name of the employer you should be affiliated with here. Also use this space to indicate if you have applications in more departments than the one you indicated with the pull-down menu above.


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Accessing the Job Board


Once your request to become a user is approved, click the 'JobX Login' link to log in to the system.



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Accessing the Job Board

Attention!

You are required to log-in to use the system. Enter your username (email address) and password.

By logging-in I understand and acknowledge:

- Any unauthorized review, use, disclosure, or distribution of confidential information contained in this system is strictly prohibited.
- I agree to access and use information contained within this site for my employment duties only.
- Any misuse or unauthorized release of confidential information may be grounds for discipline or legal action.

Enter your credentials below.

Email Address

Password

[Login](#)

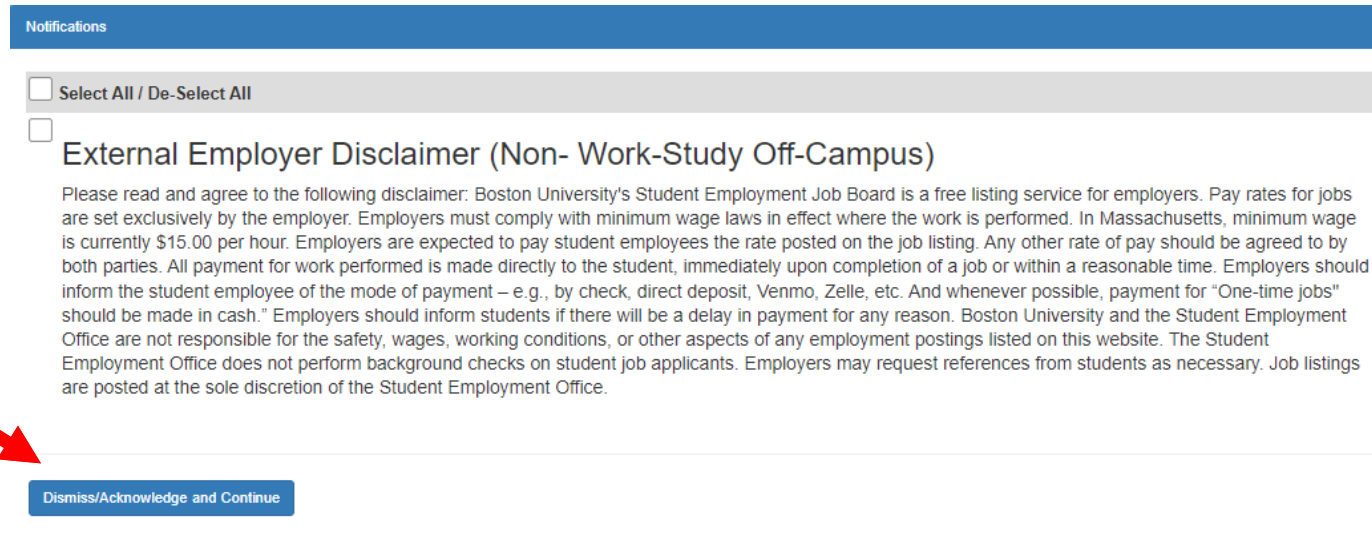
[Forgot Password?](#) [Employer - Create Account Request](#)

Use the email and password you created during the request access to the site process.

To log in to the system, ensure you are using the standard login page provided by the site and **NOT the school's SSO login.**

If you do not see the login screen shown here, please contact the Boston University Student Employment Office

Accessing the Job Board



Notifications

Select All / De-Select All

External Employer Disclaimer (Non- Work-Study Off-Campus)

Please read and agree to the following disclaimer: Boston University's Student Employment Job Board is a free listing service for employers. Pay rates for jobs are set exclusively by the employer. Employers must comply with minimum wage laws in effect where the work is performed. In Massachusetts, minimum wage is currently \$15.00 per hour. Employers are expected to pay student employees the rate posted on the job listing. Any other rate of pay should be agreed to by both parties. All payment for work performed is made directly to the student, immediately upon completion of a job or within a reasonable time. Employers should inform the student employee of the mode of payment – e.g., by check, direct deposit, Venmo, Zelle, etc. And whenever possible, payment for "One-time jobs" should be made in cash." Employers should inform students if there will be a delay in payment for any reason. Boston University and the Student Employment Office are not responsible for the safety, wages, working conditions, or other aspects of any employment postings listed on this website. The Student Employment Office does not perform background checks on student job applicants. Employers may request references from students as necessary. Job listings are posted at the sole discretion of the Student Employment Office.

Dismiss/Acknowledge and Continue

In order to post job listings, External Employers are required to review and agree to Boston University's disclaimer statement.

A disclaimer statement will be presented periodically to remind user of Boston University policies using the free listing service.

After you've successfully reviewed the applicable disclaimer statement, you will be required to click the '**I agree**' button(s) before advancing and posting your jobs.