UNIVERSITY of **HOUSTON** | **CAREER SERVICES**
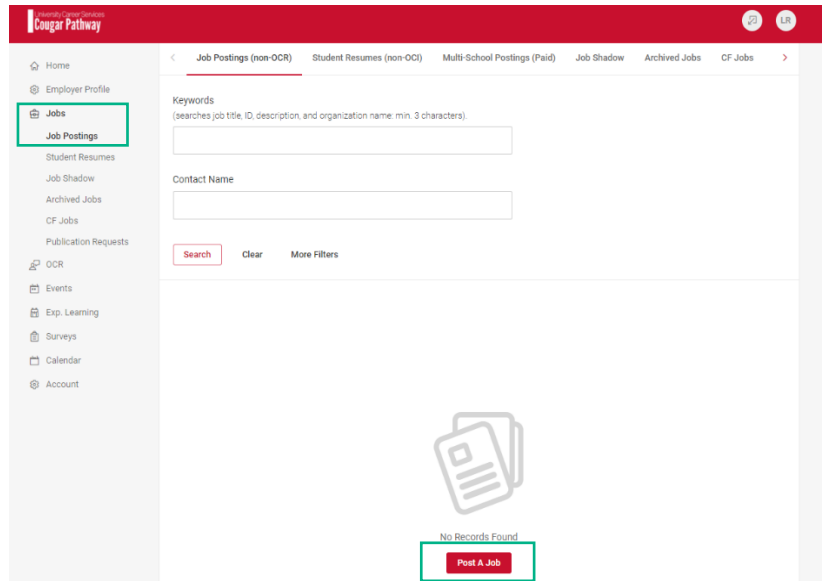
Job Posting Instructions
On-Campus Student Employment

How to create a Job Posting:

1. Use your Username and Password to log into Cougar Pathway:

    o https://uh.edu/ucs/cougarpathway/

2. Click the [**JOBS**] tab

3. Click [**Job Postings**]

4. Click the **POST A JOB** button

5. Complete the Job Posting form and click the Submit button

> **REMEMBER:** Faculty & Staff will choose one of these three position types:
> 1. On-Campus, NON-College Work Study
> 2. College Work-Study (only eligible students)
> 3. Research

6. UCS will review this information before approving the posting and making it available for students view*

How to repost a job posting:

1. Click the [**JOBS**] tab

2. Click [**Job Postings**]

3. Click the **POST A JOB** button

4. From the **"Copy Existing" or "Show Archived"** drop-down menu, select which position you would like to repost

5. Review all of the information (job description, posting dates, qualifications, etc.) and update accordingly
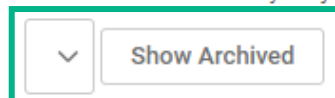
6. Click the Submit button

> **REMEMBER:** The job posting will automatically close at 11:59 pm on the "end date" selected.
> If you want to close it sooner, please e-mail Larissa Rios Cruz, lirioscruz@uh.edu.

*UCS may reach out to the cougar pathway contact regarding the job posting before approving. This may cause delays in the approval process.

*UCS will review your posting within 2-3 business days.