

# How to Edit a JobX Job Listing



# Edit a Job

The screenshot shows the 'Job Actions' interface. On the left, there is a table of jobs with columns for Ref #, Title, Contact, Job Type, App #, and Listed. Two jobs are listed: one with Ref # 4319 and Title 'test', and another with Ref # 4315 and Title 'gfgf'. Red arrows point from the 'test' link in the first row to the 'test' link in the detailed view on the right. Another red arrow points from the 'Edit this job' link in the detailed view to the 'test' link in the table. A third red arrow points from the 'Manage Application' link in the detailed view to the 'test' link in the table.

**Job Actions:**

Delete Export Print Email Supervisors

Select/Deselect All Show 25 results per page

**PENDING APPROVAL - Jobs Currently Pending Administrator Approval (\* - Application updated)**

Ref #	Title	Contact	Job Type	App #	Listed
4319	<a href="#">test</a>	Taige Test Employer	On Campus Federal Work Study		
4315	<a href="#">gfgf</a>	Taige Test Employer	Off Campus Federal Work Study		

**Job Details:**

Job Title	Employer	Status	Job Type
test	Student Employment Office	Pending Approval	On Campus Federal Work Study

**Additional details about this job's status:**

- This is a new job that has not yet been approved.
- It is set to go live upon approval.
- JobMail has been requested to be sent when the job is approved and listed.

**Update Status:**

- [List](#)
- [Success Mode](#)
- [Status](#)

**Manage Application:**

- [Edit or view the online application.](#)

**View Applicants:**

No applications have been submitted for this job.

**Hire Applicant:**

You cannot hire employees while the job is in this status.

[\[Edit this job\]](#)

Below is a view of approximately how this job appears to applicants:

test	
Job ID	4319
Job Type	On Campus Federal Work Study
Employer	Student Employment Office
Job Category	Auxiliary Enterprises
Job Field	Academic Support
Job Description	test
Job Requirements	test
Professional Track	Professional Track
Available Openings	10
Hours	10.0 hours per week
Monday Work Schedule	
Tuesday Work Schedule	
Wednesday Work Schedule	
Thursday Work Schedule	
Friday Work Schedule	
Saturday Work Schedule	
Sunday Work Schedule	
Job Location?	1
Ad Year	1017
Hourly Rate	\$10.00/hour to \$10.75/hour
Time Frame	Full Academic Year
Start Date	Monday, August 1, 2016
End Date	Wednesday, May 31, 2017
Primary Contact	Taige Test Employer
Primary Contact's Email	taige_haines@ngwebsolutions.com
Phone Number	904.332.0001
Fax Number	904.332.0951
Work Location	6821 Southpoint Dr., N. Ste 220 Jacksonville FL 32225

- You may view the job and/or application details, or request the job status be changed by simply clicking on the Job Title link.
- To edit the job, click 'Edit this Job' link on the 'Manage Job' page.
- To edit the application tied to your job, click 'Edit or View Online Application'.