Eagle Ops, is Emory’s student job posting database powered by the NACElink Network. Each and every FWS job at Emory must be posted in this database. The database is used not only to recruit employees, but also serves as an archive of all student jobs descriptions to be compliant with federal FWS regulations. The OFA has established an account for each approved on-campus department. To access your account, go to the OFA’s Search the Job Openings page:

http://studentaid.emory.edu/types/fws/search.html

Click the link that says Enter Eagle Ops beneath Employers. You will be taken to a login screen (diag. 1). Enter your email address and password in the boxes on the left of the screen. You never need to register because an account has been pre-established for your department. Each department’s designated FWS liaison will be able to log into the account using an email address and password. If you are not aware who your department’s liaison is, or if you are the liaison and have forgotten your username/password, please contact the OFA at (404) 727-6039.

Diagram 1: Your Eagle Ops employer login screen.
Creating Jobs

1. After logging in, you are taken to your Eagle Ops homepage (diag 2). Under Shortcuts, click on the link Create Job Posting.

Diagram 2: Your Eagle Ops employer homepage.

2. You will now be taken to the Job Postings homepage (diag. 3). If you would like to post a job that has been archived, you can use the Copy Existing dropdown box labeled “Show Archived”.

Select FWS only
a. This will take all data from an existing job, copy the info under a new job number for you to edit, and leave the previous job unchanged. Otherwise, you should check only the **Federal Work-Study Box** to create a new job.

Diagram 3: The top portion of the Job Postings page in Eagle Ops.
3. Scroll down the Job Posting page (diag. 4). Enter the following information:

- **Restrict Applications**: Will prevent students who do not meet your criteria from applying for job.

- **Title**: Enter a descriptive job title, such as *Lab Assistant*, not simply *Work-Study Student*.

- **Job Description**: Enter a detailed description of the job, the job duties, and the department.

- **Job Function**: Select desired fields.

- **Resume Receipt**: Choose how you would like to receive student resumes.

- **Automatic Application Packet Generation**: Gives you the option to receive a PDF of all resumes once a job expires.

- **Additional Documents**: You may request additional documents as needed.

- **Requested Document Notes**: Fill out if requested, or leave blank.

- **Display Contact Information**: Always check this box. By default, the department liaison’s name and email will appear in the box. You are free to edit this box to include the name and contact information of the person students should contact.

- **Posting Date**: Date on which you want the job to appear to student view. Click *Select* then choose on the calendar.

- **Expiration Date**: Date on which you want the job to expire. Click *Select* then choose on the calendar. *Must be no more than 3 months from the posting date.*

- **GPA**: May enter a number, or to encourage all applicants including first-year students enter 0.

- **Graduation Date Range Start**: Enter desired month/year, such as *August 2014*.

- **Graduation Date Range End**: Enter desired month/year, such as *December 2018*.
4. Continue to scroll down the Job Posting page (diag. 5). Enter the following information:

- **Work Authorization**: Control+Click to select both U.S. Citizen or U.S. National and Permanent U.S. Resident
- **Requisition Number**: May leave blank
- **Desired Start Date**: Enter a date occurring within the academic year. Click Select and choose from the calendar
- **Duration**: Enter if desired, or leave blank. Duration may not exceed academic year
- **Approximate hours per week**: Enter if desired (may not exceed 20), or leave blank
- **Class Level**: Control+Click desired options, or select all to get the widest range of applicants.
- **Travel %**: May leave blank
- **Qualifications**: Enter Must have FWS Award plus any other desired qualifications

**Desired majors**: Select preferred majors, or select all majors to get the widest range

**Salary Level**: Enter $7.50-9.00 undergrad

**Location**: Enter No for nationwide, Atlanta for city, Georgia for state, United States for country

**Attachments**: You may attach additional documents as needed, but please include all pertinent job information, including the complete job description, into the above fields.

5. Click the **Submit** button.
Previewing/Viewing Jobs

You are now taken to a Job Postings Summary page (diag. 6). For each position you will see the job title, the Job Tracking ID number, the job description, the type (should always be Federal Work-Study), majors, the start and end dates, and the Approval box. A checkmark will appear in the approval box once your job description has been screened by the OFA.

Also, you will see a Deactivate button on the far right. Once you have filled the position or wish to archive the job, simply click Deactivate to take the job posting down. You must log into Eagle Ops and choose the deactivate option for the job in order to remove your job from student view.

Active positions will appear under the Single School Postings tab. Postings which have been deactivated will be moved to the Archived Jobs tab.

![Diagram 6: The Job Postings summary page](image)

If you click on the job description name (in this case, Lab Assistant), you will be able to access and edit the job (diag. 7). If you edit a job, it needs to again be approved by the OFA before it is posted. You will also see the Job Tracking ID beneath Position Information, as well as the number of Student Views the job has received already. This job hasn’t been approved yet, so it has no student views.

![Diagram 7: After clicking on the job title, you are taken to this page.](image)
If you click on the **Preview** tab at the top, which is next to the tab that includes the job title, you will see an example of a student’s view of the job you have created (diag. 8).

**Diagram 8:** The Job Preview screen (how a student would view your job).
Important Notes about Eagle Ops

- Once you have filled a position or wish to remove a job from student view, you must login to Eagle Ops, go to Job Postings, and select the Deactivate option on the job posting page.

- Use the Back arrow on the Eagle Ops screen, usually located beneath the tabs.

- To copy data from an existing job description, select the old position from the Copy Existing job data dropdown box at the top of the Job Posting screen. This will duplicate the position, but assign a new ID number to the job so you may edit the data.

- If at any time you want to return to your main screen (the first screen you see after log-in), simply click the Home tab. You can also click the Jobs tab to be taken to the page which lists all jobs for your department. When viewing the Jobs screen, remember that only active jobs appear under the Single School Postings section, while inactive jobs appear in the Archived Jobs section.

- When viewing active jobs you will see either a red X or a green ✓ in the Approval Box next to each job. The job will show the red X until the OFA has viewed and released the job, at which point you will see the green ✓, indicating you may now hire a student for the position.

- The Job Tracking ID is unique to each job posting. You must enter it into HR Web when hiring FWS students in order for the student’s HR record to correspond to your Eagle Ops job description.

- There is no field which allows you to enter the number of openings for a certain position. However, it is still possible to hire multiple students under one Job Tracking ID provided they are working identical jobs. If multiple students share identical job descriptions, start dates, etc., you may enter the same job ID for these students when hiring them in HR Web.