



Working with Job Records

A Job record represents a non-compensated SU volunteer opportunity. Examples include advisory board membership, event staffing and student ambassadors. This document covers how to create new Job records, how to inactivate/re-activate them. Advancement Services staff and specially trained staff are responsible for creating and modifying Job records.

Adding new Jobs

Before adding a new Job record, be sure that it meets all the following criteria:

- The Job represents a volunteer opportunity at Seattle University. We do not use Job records to represent volunteer opportunities external to the University.
- Volunteers assigned to this Job are not being compensated. These volunteers are donating their time.
- The person requesting the creation of the Job record will manage the volunteers assigned to it themselves or will provide regular volunteer assignment updates (at least annually) to Advancement Services.

Before creating Job records, check to be sure there isn't already an existing Job that can be used. When first searching for Jobs, do not check the "Display Completed Jobs". This will return all active Job records. If the Job is not found, search again and choose to display completed Jobs. This second search will ensure the Job you are adding didn't already exist in the past.

If you find the Job does not already exist, follow these steps to create a new Job record:

- Choose to create a new Job record from the Jobs Record home screen.
- In the Job field, enter the Job name using the <Department Prefix> - <User Defined Label> convention. For example, Albers Mentors volunteer Job would be name "B – Albers Mentors".
- In the Category field, choose the college/department responsible for managing volunteers assigned to that Job.
- Select the appropriate volunteer type in the Volunteer Type field.
- Enter a start date corresponding to the date the volunteer opportunity came into existence. If that date is unknown, make a best guess as to what date that is.
- Provide a description of this volunteer opportunity in the Description box. This description could include a mission statement or reason for the Job's existence.

The "Allow Mandated Volunteers" and "This Job is for an..." fields are unused at this time. The "Position" field is unused and hidden.



For the time being, we will not be using the fields on the Details tab. Most of these deal with auto Job-Matching functionality which will not be effective until we devise a system of volunteers self reporting their qualifications, medical needs and interests. There are no Job Attribute listings at this time. The Attributes tab is an area to expand into if the need for additional Job tracking arises.

Below is a screenshot of a typical Job Record:

Job: B - Albers Mentor

Category: School of Business and Economics Volunteer type: Mentor

Start date: 5/18/1975

End date:

Allow mandated volunteers

Job completed

This Job is for an...
 Organization Event
Organization:

Description: Wise men and women who guide current Albers students to fame and fortune.

Press F3 for today's date, F7 for calendar 6/15/2010

Closing a Job

If a volunteer opportunity closes, that Job record should be marked as Completed. This action is similar to inactivating other types of records:

- Enter an End Date corresponding to the date the volunteer opportunity closed.
- Check the Job Completed box.

If the Job previously marked as “Completed” becomes open again:

- Remove the End Date. There is no need to alter the Start Date.
- Uncheck the Job Completed box.