School staff login assistance

Introduction

Career Development and Employment – Federation University Australia

We are a service within Federation University Australia that offers free job advertising for companies to employ part-time, casual and graduate students. We support the students in all aspects of their job search and aim to bring companies and students together in the workplace.

We are interested in receiving all types of employment including volunteer, internships, part-time, casual and full-time and graduate positions.

As a part of a final year “EDBED4006 Team Enterprise Course” project, Pre-Service Teachers Louise Marr, Anastasia Anderson and Danielle Arbuckle charged themselves with coming up with a solution for schools looking for volunteers, to connect with students that want to volunteer.

After numerous consultations around FedUni, a solution was found within the existing CareerHub service.

School staff are now able to put up volunteer opportunities onto the system, knowing that they are going to the right cohort of students

Getting started

CareerHub is our online system on which you can create a profile for your school and add new positions whenever the need arises.

Once the job has been posted on the CareerHub website students are notified of the job via email. They can also browse the website and view position details at any time and contact your business as per the information you have submitted.

Click on the link www.federation.edu.au/studentcareerhub to take you to our landing page for more information about our services and partnerships.

The system has a 2 layer approach to data collection for employers, namely the Organisation, and the Contacts. We can have as many contacts connected to an organisation as we need.

The following pages talks you through:
How to check if your school is already registered.
How to add a new contact to an existing school.
How to add in a new school and a new contact.
How to add in a position.
Checking to see if your School is already registered

1. Before you try to log in, it is best to see if someone has already registered your school. To do this go to the employers page via this link and click on the register button then select Non-Profit Organisation.

2. Type your school name and take this opportunity to read and agree to our terms and conditions, then click continue.
If your School is already there, you will get a notification like this.

3. Scroll down the page, and if you can locate your school name on the list, there is no need to register, just select the “request a FedUni CareerHub Account” next to your school name. Then follow the “Adding a new contact to an existing school” information.

If you can’t find your school, you will need to register the details, so click the back arrow, or re-click the “Register on CareerHub” box on the screen and then follow the “Adding a new school and contact” information below.
Adding a new Contact to an existing School

1. If you have found your school, and are sure that you do not have a contact account, and do not know anyone within your school that does have access, you will need to register a new contact account. Find your school and then select “request a FedUni CareerHub Account.”

If you know someone who has access to the CareerHub system, they can log in and add you as a new contact by clicking here:
2. The system will ask you to confirm the name of your school, and click next.

3. If there are several schools which are similar, a list will appear and you can select the correct one. The select next. (ie. If there are several schools within the system with “college” in the name it will list them all)

4. The system will then ask you to confirm your contact details and then add you as a contact connected to your school. Please type your first name, surname, email and phone, then click submit.
5. You then get this notification. As a part of the approval process we will set you up with a username.

6. An email will be sent to you asking you to confirm your email address and set up a password and within this option, you can also amend the username we have suggested.
7. You should then see this notification:

Click continue and you can now use the system.

Adding a new school and contact.

1. Click on the register icon, and select the type of organisation you are representing. Schools come under the Non-Profit organisation option.
2. Fill in the form with your school details which includes a generic email address and phone number (maybe the one the school admin team responds to) and select your industry category he options which will be relevant for you as a school will be: “Education - Community and Other”, “Education – Secondary”, “Education, Pre-school and Primary”. If you are a P-12 or K-12, you can multi-select by holding down the control key. Then click continue.
3. A Contact information form will then be displayed, where you can inform us about your personal email and direct line. Set yourself a username and password and then Click Finish.

4. You will a notification like this:

If you also want to lodge a vacancy, you can do so now. (please see ‘How to lodge a vacancy’ information)

5. An email will be sent to you asking you to confirm your email address, and we will be sent a notification of your registration.
How to add in a new vacancy

1. Login and select, add a new job

2. Complete the form giving as much information on the position as you can. In Contract type, select temporary, please type in the Salary/wage box “PST Volunteering”.
3. You can add in attachments which could include a position description, or more information about your school or the program that the volunteer will be supporting.

4. Don't forget to let us know how people apply for the position.

5. You can save the position as a draft, and come back to it later, or select Save and Publish, and the position will be sent for approval.

If you require any assistance we can be contacted on (03) 5327 9910 or studentcareerhub@federation.edu.au.

We look forward to assisting you in gaining employees and look forward to working with you in the future.