SUPERVISOR RECALIBRATION TIMELINE

1. NOW-JUNE 14, 2024

Revise your current job descriptions (using the provided Excel template) to align with our new classifications, focusing on providing valuable and meaningful work for our students. Complete the provided Excel template for all jobs and submit it to your VP approval.

2. JUNE 14, 2024

☑ V.P. (or designee) will start reviewing Excel files for reclassified jobs. Please Submit your Excel document with recalibrated jobs to your VP using our shared folder (click here for the link).

3. JULY 1- JULY 19, 2024

☑ **The new JobX portal will open.** Please enter all approved jobs into the JobX system.

4. August 5, 2024

Hiring for returning students for fall jobs begins

** All Freshmen hires to begin during 1st week of school