How to create a Job Posting:

1. Use your Username and Password to log into Cougar Pathway:
   - [https://uh.edu/ucs/cougarpathway/](https://uh.edu/ucs/cougarpathway/)
2. Click the [JOBS] tab
3. Click [Job Postings]
4. Click the POST A JOB button
5. Complete the Job Posting form and click the Submit button

REMEMBER: Faculty & Staff will choose one of these three position types:

1. On-Campus, NON-College Work Study
2. College Work-Study (only eligible students)
3. Research

6. UCS will review this information before approving the posting and making it available for students view*

How to repost a job posting:

1. Click the [JOBS] tab
2. Click [Job Postings]
3. Click the POST A JOB button
4. From the “Copy Existing” or “Show Archived” drop-down menu, select which position you would like to repost
5. Review all of the information (job description, posting dates, qualifications, etc.) and update accordingly
6. Click the Submit button

REMEMBER: The job posting will automatically close at 11:59 pm on the “end date” selected. If you want to close it sooner, please e-mail Larissa Rios Cruz, lrioscruz@uh.edu.

*UCS may reach out to the cougar pathway contact regarding the job posting before approving. This may cause delays in the approval process.

*UCS will review your posting within 2-3 business days.