How to create an account and post a job in BuffJobs.

Note that we created accounts for many on-campus employers, so please try the "forgot password" link first to see if you are in the system.

This will bring up this screen where you enter your @wtamu.edu email address.
If your user id cannot be found, you'll need to create a new account. Go back to the login page and click on the “Create New Account” link below the login box:

Type West Texas A&M University in the box for Organization Name, then click the checkbox next to it when it comes up in the list (see screenshot below.)
Complete all required fields (those with an *) and click register.

You will then get a confirmation screen, and you will need to click on “Submit Profile.”

To then post a job – click on “My Jobs” on the top menu bar then choose “New Job.”

This brings up the job screen where you will again complete all required fields.
This will be “On Campus”

This will be “On Campus”

This will likely be All Majors & Teacher Certifications

click the box next to each. Unless you want a specific major.

You can choose to limit access to your job based on these options, if you have a legitimate reason to do so.

Choose the first option here. WTAMU is an EEO employer and we have that information on our website.

Remember this must be posted a minimum of 3 working days

This MUST be yes

Be sure to click SAVE to submit it to our office for approval.

NOTE that every time you edit your job, it moves back to a “pending” status until we review and approve it again.