

On and Off-Campus Part-time Job Posting Instructions

All on and off campus part-time positions are now posted via Symplicity our online career management system. By registering with the system, you will be able to post your part time positions both on and off campus; as well as, receive and maintain your applications via the system or your own email account (*See instructions below*).

To post positions with Career Planning and Development please go to:

<https://una-csm.symplicity.com>

- Click on "For Employers"
- Click on "Register and post a local job"
- Fill out the company information
- Click the "NEXT" button
- Fill out the position information
 - ✓ Please pay special attention to the HOW TO APPLY option. If you select, "resume receipt" resumes will be submitted to the email address given. If you select accumulate online, you will need to log-in to your employer account to view the submitted resumes. If you select other, you will need to post specific instructions for students to apply.
- Click the "DONE" button

NOTE: *Your account will be activated and your position posted within 1 business day of submission; you will receive an email confirming this activation. If you have any questions, please call or email Career Planning and Development at 256-765-4276 or careerservices@una.edu.*