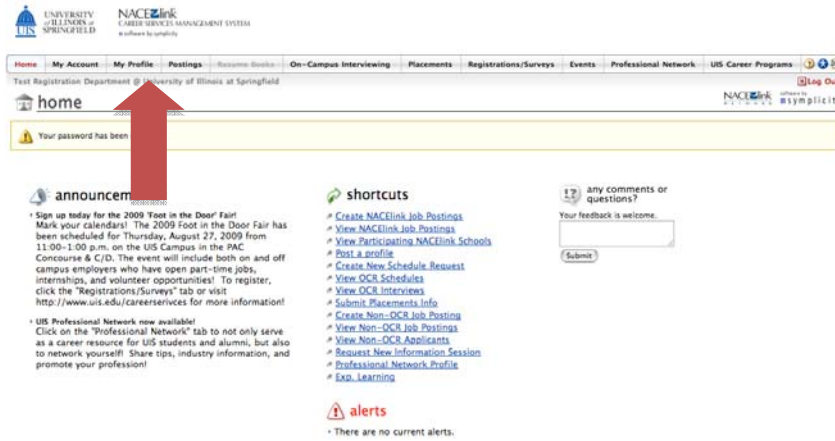


## Post a Student Employment/Work Study Job

1. Go to <http://illinois-springfield-csm.symplicity.com/employers>.
2. Enter your **username** (email) and **password**. You are now on your **home page**.
3. Click **Postings** on the top menu bar that appears across the screen.
4. Click on **ADD NEW** button on the next screen page.



5. Enter the information about the job you are posting. Required fields are noted by a red \*. Please note that as you make some selections, the screen may refresh and display additional information. This is normal.
  - a. Please make sure to include the following information:
    - i. **Position Type:** choose **UIS Student Employment, UIS Work Study, or both**. If you have funds only for Work Study positions, select only Work Study.
    - ii. **Resume Receipt:** To apply, students will submit their resume online. Choose either **E-mail** to receive submitted resumes via email, or choose **Accumulate Online** to have resumes collected online. You can then view and download submitted resumes on demand.
6. When you are finished, click the **Submit** button at the bottom of the screen.
7. Your job will be sent to the system for validation/approval. Please note: all jobs posted to the system are submitted for approval to ensure the safety and privacy of our students.