

Community Service Learning – How to Post a Job

Step 1: Navigate to uni.edu/careerservices

Once on the website, select Employer from the Job Board drop down menu

University of Northern Iowa Career Services

JOB BOARD

- Student
- Employer**
- Alumni/Guest

Work on Campus | Resumes - Job Search | Explore Careers | Internship Program | Fairs & Events

UNI Guest | Alumni

Office of Career Services
102 Gilchrist Hall
Cedar Falls, IA 50614-0384
P: (319) 273-6857
F: (319) 273-6998
careerservices@uni.edu

About Us | Stats & Data | Recruiting Guidelines | Teachers & Educators | Society of Leadership & Success

Step 2: Select Register to create a new account or sign in using your log in information (skip to step 4 if you already have log in information)

University of Northern Iowa Career Services

JOB BOARD | Work on Campus | Resumes - Job Search | Explore Careers | Internship Program | Fairs & Events

In-Home/Private Job Posting (non-organization) | Forgot Password | **Register**

Username: Password:

ABOUT UNI

Traveling to Campus
Cedar Falls is an easy drive from every location. While recruiting on the UNI campus, take advantage of the local food options.
Campus Parking | Campus Catering

Did You Know?
With 12,000 students, UNI offers the same range of majors as schools 3x larger, yet UNI prides itself on being personal and welcoming.

- Fact Book (enrollment, diversity, etc)
- UNI Awards & Honors
- Graduate Reports & Data

UNI DATA POINTS

- 1100+ Avg weekly student Job Board users
- 1000+ Avg. Jobs available at any time
- 3/4 UNI students graduate with **experience**
- 1/4 UNI students are active in **leadership**
- 4/5 UNI graduates **stay in Iowa** after UNI
- 99% of all UNI classes are **taught by faculty**

QUICK LINKS

With over 4,000 organizations and thousands of opportunities posted to UNI students annually, the best way to share your information is by getting in front of students. At UNI, we offer several recruiting fairs. In addition, we welcome you to call Sarah Goblirsch at 319-273-2084 to learn about how we can help your organization reach targeted populations.

- Register for the Spring Career Fair (Feb. 17)
- Register for the UNI Teacher Fair (Apr. 2)
- Recruiting Guidelines
- About the UNI Internship Program

Step 3: Fill out the required information and any optional information you want to include.

Register And Post Job

Sign in | Forgot my password | Register | **Register And Post Job**

Next | Cancel

Company Information
Please provide as much information as possible

Industry*: Arts & Entertainment, Business & Manufacturing, Education & Teaching, Government, Healthcare & Science, Non-Profit, UNI Campus Employer

Organization Name*: _____

Description: Enter a brief description of your organization.

Check Spelling

Website: (If applicable) _____

Services Requested
Please select which services you wish to register for below.

Services*: On-Campus Recruiting Job Postings

Contact Information
Please provide as much information as possible

Salutation: (mr., ms., mrs., etc) _____

Full Name*: (first mi last) _____

Title: _____

Division: _____

Email*: _____

Phone: (###) ###-#### _____

Cell Phone: (###) ###-#### _____

Fax: (###) ###-#### _____

Address
Please provide as much information as possible

Street*: _____

City*: _____

State*: _____

Zip Code*: _____

Country: _____

Please prove you are not a robot: I'm not a robot reCAPTCHA

****UNI Career Services will need to approve your account prior to you posting a job. If you have questions on account creation, please contact UNI Career Services at (319) 273-6857****

Step 4: Once logged in, you will be presented the Home Screen with options of what to do next. Click on Create Job Posting to post a job.

University of Northern Iowa Career Services Management System powered by sympathy

Home | My Profile | About My Organization | My Job Postings

Welcome, [User Name] | UNI Financial Aid & Scholarships | Log Out

Connect with LinkedIn

Your feedback is welcome.

Announcements
There are no announcements at this time.

Alerts
There are no current alerts.

SHORTCUTS

- [Create Job Posting](#)
- [View Job Postings](#)
- [View Applicants](#)
- [Post a profile](#)

NACElink CAREER SERVICES MANAGER

NACElink Network is a collaboration between NACE, Symplicity, DirectEmployers and your college/university. Privacy Policy | Terms of Use

Step 5: Fill Out the Job Description and other related information for the posting you are posting.

BACK UNI Financial Aid & Scholarships Log Out

job postings NACElink software by simplicity

Attention:

Note: You will be notified as your job approaches expiration and provided an opportunity to extend the posting.

Note: Job expiration date will be automatically adjusted to maximum allowed -180 days after the posting date.

Please Note: On-Campus Recruiting (OCR) positions should be entered in the On-Campus Recruiting (OCR) section.

Submit Save And Finish Later Cancel * indicates a required field

RELATED RESOURCES
Internships Paper

POSITION BASICS

Position Type*:

- UNI Campus Job
- > Federal Work Study Eligible
- Part-time Job
- Internship
- Full-Time
- Other

Title*: Student Loan Assistant

Job Description*:
The Office of Financial Aid & Scholarships is seeking a loan assistant for the processing of federal loans and private loans that must be available to work over the summer. This individual will use the Student Information System (Campus Solutions) to assist in the processing of student and parent loans, private education loans, and other adjustments to a student's financial aid package. The candidate will work closely with the loan staff to efficiently process all loans in a timely manner. Frequent communication with borrowers is required via email and/or phone contact.

Check Spelling

Restrict Applications*: Choosing "Yes" will restrict applications for this position to only those students who meet the screening criteria you set

yes no

Qualifications:
Candidate should be neat, very organized, detail-oriented, and comfortable interacting with staff, students and parents. This position requires the ability to do tedious and repetitive tasks while maintaining focus, as well as the ability to maintain strict confidentiality. The candidate will be a team member, personable, and have a genuine interest in learning about and understanding financial aid. Excellent oral and written communication skills are prerequisite for this position.

POSITION DETAILS

Desired Start Date: If there is a specified start date, please choose one here.
2016-05-16 Select Clear

Location*:

Location

Nation Wide*

yes no

City*

Enter the City
Cedar Falls

State/Province*

Enter the State/Province
Iowa

Country*

Enter the Country
United States

Delete

Add Item

Salary Level*: \$0.00/hr

Attachment(s):

Title	Loan Assistant Application
File Name	Student_Employee_Application.docx
Size	17931
	Delete
	Add Item

Use this to attach a job application

APPLICATION PROCESS

Resume Receipt:

Select how you would like a candidate to apply:

- E-mail: Each resume is individually sent to your inbox from careerservices@uni.edu
- Accumulate Online: You login to review applicants through the Job Board
- Other (enter below): URL or if additional documents are required

- E-mail
 Accumulate Online
 Other (enter below)

Automatic Application Packet Generation:

Would you like to receive an application packet PDF (includes all documents submitted by all job applicants) when this job expires?

- yes no

How to Apply*:

If adding a URL, it must be the complete URL and include either "http://" or "https://" for URL Tracking to work. Example: <https://www.symphlicity.com/about/careers/>

Special application instructions

Check Spelling

Additional Documents:

Which additional documents do you request for non-ocr positions.

- Cover Letter Unofficial Transcript Other Documents

Requested Document Notes:

Special instructions regarding requested documents.

Posting Date*:

(Job announcement will be posted on this date.)

Expiration Date*:

(Job announcement will be removed on this date.)

*After completing the job post, submit it and the posting will go to the job board and you can start receiving applications.

H:\Student Employment\How to Post to Job Board.docx