

Office of Financial Aid Alumni Memorial Building 27 Memorial Drive West Bethlehem, PA 18015-3094 Tel: (610) 758-3181 | Fax: (610) 758-6211

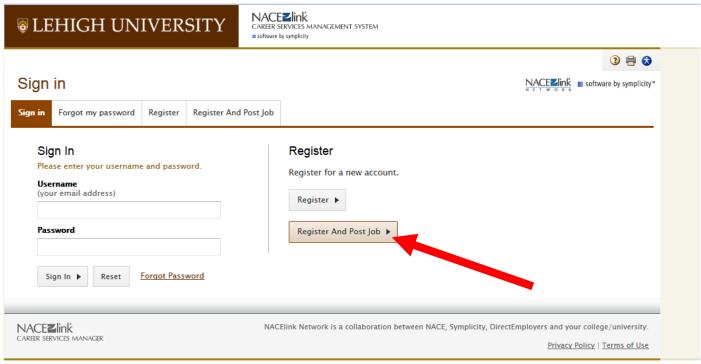
Web: www.lehigh.edu/financialaid

Student Employment Supervisor Instructions: Creating a New LUCIE Account & Posting Work Study Positions

Step 1 - CREATE A LUCIE ACCOUNT

Go to: lehigh-csm.symplicity.com/employers

Click on "REGISTER AND POST JOB"



Fill out the registration form.

Industry = **Education/Academia-Other**

Organization Name = Lehigh University – ENTER YOUR DEPARTMENT

Description = brief description of your office

Website = your department's website

SERVICES REQUESTED – **ONLY SELECT Job Posting and Profile**Fill in the rest of the information and click **NEXT**

Step 2 - POST YOUR POSITION

You will then be prompted to submit your job posting.



Office of Financial Aid Alumni Memorial Building 27 Memorial Drive West Bethlehem, PA 18015-3094

Tel: (610) 758-3181 | Fax: (610) 758-6211 Web: www.lehigh.edu/financialaid

Step 1: Enter Contact Inf	Step 2: Enter Job Info	
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 -60 days after the posting date.		
Previous Done	Cancel	* indicates a required field
Position Information		
Position Type*:	Со-ор	
	Externship	
	Fellowship	
	Full Time: Advanced	
	Full Time: Entry Level	
	☐ Internship	
	Part Time	
	Federal Work Study	
Title*:		
Job Description*:		

Under position information, you will see Position Type. ONLY CHOOSE: Federal Work Study

Enter the position title

Enter a job description

Choose how you want to receive student's interest in the position:

- Email: You will receive an email with each applicant's resume
- Accumulate Applicants' resumes will collect through this system
- Other You provide instructions for students on how to apply.

Posting Date: Click "select" and choose "August 1, 2016". (Please note that an expiration date of September 30 will automatically be applied. If your position is not filled by this date, it is possible to extend it later).

Fill out the remaining required fields

Click **SUBMIT!**

NEXT STEPS:

Your account will be reviewed and approved. Once approved, you will receive an email from "career center" which will provide you with a link to set your password. You must set your password within 24 hrs. or the link will expire. Once your password is set, you can log in to check on your applications, add new postings at your convenience.

Monitoring/Editing Your Job Posting:

Log in: Go to lehigh-csm.symplicity/employers \rightarrow Enter your username (your email address) & password.

Click on the JOBS tab and click on the job title you would like to modify.

NOTES:



Office of Financial Aid Alumni Memorial Building 27 Memorial Drive West Bethlehem, PA 18015-3094 Tel: (610) 758-3181 | Fax: (610) 758-6211 Web: www.lehigh.edu/financialaid

Change your password: Log into your account and select the "Account" tab.

Recycle a position: Positions will be stored in your archives and can be accessed for future use.

Need Help:

Please contact the Office of Financial Aid at studentemployment@lehigh.edu or 610-758-3181 or, for information specific to the LUCIE system, the Center for Career & Professional Development at careercenter@lehigh.edu or 610-758-3710.