



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"

LEHIGH UNIVERSITY

NACElink
CAREER SERVICES MANAGEMENT SYSTEM
software by sympathy

Sign in

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

Sign In

Please enter your username and password.

Username
(your email address)

Password

Sign In | Reset | [Forgot Password](#)

Register

Register for a new account.

Register | Register And Post Job

NACElink
CAREER SERVICES MANAGER

NACElink Network is a collaboration between NACE, Symplicity, DirectEmployers and your college/university.

[Privacy Policy](#) | [Terms of Use](#)

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.



Step 1: Enter Contact Info

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*:

- ☐ Co-op
- ☐ 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.com/employers → Enter your username (your email address) & password.

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

NOTES:



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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.