

# Lesley University – Career Resource Center

## Posting Student Employment Positions

The Career Resource Center is pleased to offer area residents an opportunity to list and manage their job postings. First you will set up your profile and then you will be able to list a position. Directions are provided below on how to put your posting into inactive status after you after you have filled the position.

### Set Up Your Profile:

1. Go to [www.lesley.edu/crc/employer](http://www.lesley.edu/crc/employer) and at the bottom of the page click on “Click here to register.”
2. First time users should click on “Can’t find your organization?”
3. You will then be prompted to fill out your employer information. Here are some examples of an “Organization Name” - Mary Smith Family, Smith Family, Private Family, Cambridge Family, etc.
4. For Employer Category, Select “ Private Family/Individual.”
5. Under “Organization Description” simply write something short such as: “Private family,” “Cambridge family,” or “Somerville elder who needs assistance.”
6. When prompted to “Include in Employer Directory” please choose “No.” Private families and individuals seeking to employ Lesley students should not be listed in the Employer Directory.
7. If you wish to skip a required field, type **(N/A)** for “Not applicable”
8. Create a user name and password and keep it for future use of *Lesley Career Connection*.
9. When you are finished, click “Register.”

### Entering Your Position:

1. If you are entering the system, use your user name and password that you selected. Click on “My Positions” in the top margin and then “New Position.”
2. Fill out the required fields. For “Position Description,” please include details such as the ages of the children if applicable, distance from Lesley University, responsibilities, days and hours requested, access to public transportation, etc. (See Tips below.)
3. Under “Position Category” select “Childcare, Tutoring and Elder Care.” Under “Type of Opportunity” please select either “Student Employment – Childcare” or “Student Employment – Other.”
4. When you are done, click “Save” and exit the system by clicking “Sign Out.” You will receive an email when your position has been approved.
5. After you fill the position, please go back into the system and click on “My Positions” and then “Position List.” Click the link at the right of the job called “Close Job.”

6. If you should need to post a position in the future, simply log back into the system using your user name and password.

### ***Tips for Posting Child Care Positions at Lesley University:***

Lesley University classes are held at many times of the day, including 4 – 6:30 pm. In addition to classes, students complete one or more internships. If you are seeking many hours of childcare each week (above 10 to 15 hours), it is likely that full time students will not be available. If you would consider hiring two students to fill the position, please include this in your posting. Many graduate students take classes during the 4:00 – 6:45 pm time slot.

Resident students are not allowed to have cars on campus. Many undergraduate and graduate students depend on public transportation.

Please provide as much detail as possible in your description, including whether your location is T accessible, age(s) of children (if applicable), specific responsibilities, if there are any special needs, and days of week/hours of the day you need assistance. If you are looking for a tutor, be sure to include the subject areas and grade of your child. If you are looking for elder care, or time limited help (i.e. packing before a move), be sure to include information on the responsibilities and specific hours needed.

We will post your position on our website, which is viewed by Lesley University students and alumni. Interested candidates will contact you directly.

If you indicate that you don't want your contact information included in the job listing, be sure that your email is listed in the "Additional Application Information" so that students can contact you.

It is suggested that you check your junk/spam folder when you have a job posted in case a student's email lands in the wrong place.

**If you have any feedback on the instructions or you need assistance in posting your position, call 617-349-8550 or write to [crcjobs@lesley.edu](mailto:crcjobs@lesley.edu).**

**Best wishes in filling your position!**