Lesley University

Directions for Parents who wish to list Childcare and Tutoring Positions on *Lesley Career Connection*

The Career Resource Center is pleased to offer parents an opportunity to list and manage their job postings. Please see below for directions and recommendations for posting a position.

To re-post a previous position:

1. Go to www.lesley.edu/crc/employer.

2. Enter your username and password. Please refer to the email if you cannot remember your login information.

3. If you are re-posting a previous job, click on "Jobs/ Internships" on the top bar and then click on "My Jobs." Edit the listing and make sure to adjust the expiration date.

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.

To post a new position:

1. Go to www.lesley.edu/crc/employer.

2. Enter your username and password. Please refer to the email if you cannot remember your login information.

3. Click on "My Jobs/ Internships" in the top margin and then "New Job."

4. Fill out the required fields. For "Position Description," please include details such as the ages of the children, distance from Lesley University, responsibilities, days and hours requested, access to public transportation, etc. Including the hourly rate is optional, but recommended.

5. Under "Position Category," select "Childcare/Tutor."

6. 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.

After you fill your position:

1. Go back into the system and click on "Jobs/ Internships" and then "My Jobs." Click on your listing and then click on the link at the top of the profile called "Close Job."

2. 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.

3. If you should need to post a position in the future, simply go back into the system using your user name ad password and click on "Jobs/ Internships" on the top bar and then click on "My Jobs." Edit the listing and make sure to adjust the expiration date.

If you have any feedback on their instructions, please email lcc@lesley.edu.

Best wishes for filling your position!

Career Resource Center ◆ 617.349.8550 ◆ lcc@lesley.edu