

# Kenyon College

## On-Campus Employer Instructions for Posting Student Jobs in Symplicity

Login to <https://kenyon-csm.symplicity.com/employers>

Type in your **Username**. (This is your full Kenyon email address.)

Type in your **Password**. (If you forgot your password, please click on the Forgot Password link and it will be emailed to you.)

Select the **Account** tab:

Under the **Personal Preference** option – (Set up your profile information (name, address, phone etc.)

Under the **Password/Preference** option – (You can change your password here.)

Go back to the **Home** tab.

Select the **Create Job Postings** option.

(You will see the following screens, and make selections from the options listed below):

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\* Indicates a required field

submit

save and finish later

### Position Information

Copy Existing:

Click on "Show Archived" to see all past positions

Pick a position from which you'd like to copy data

Please remove the word "copy" from your job title when copying a job

Position Type\*:

All on-campus positions should check "On-Campus Student Employment."

Full Time

Part Time

Internship

Fellowship

Off-Campus Student Employment

On-Campus Student Employment (Select "on-campus student employment".)

Volunteer

Title\*:

(Type in your job title as it appears on correspondence from the Student Employment Office.)

**Job Function\*:**

Agriculture/Natural Resources/Environment  
 Arts/Design/Planning  
 Communication  
 Computer Science/Statistics  
 Consulting

(Select the closest area or "other".)

**Job Description\*:**

Greet and assist students, staff and community members as needed. Oversee equipment use and help maintain KAC facilities.

(Type in your job description or copy and paste it from MS Word, Excel etc.)

**Qualifications:**

Good interpersonal skills and familiarity with Kenyon's campus. Knowledge of all areas of the facilities and ability to read and

(Type in your preferred qualifications.)

**Posting Date\*:**

7/31/12

(Job announcement will be posted on this date.)

(Type in the date you want the job posted in Symplicity.)

(Job announcement will be removed on this date.)

8/31/12

(Type in the date you want the job removed from Symplicity.)

**Expiration Date\*:**

**Note:** You will be notified via email as your job posting approaches expiration and afforded an opportunity to extend the posting.

**Note:** Job posting expiration dates cannot exceed 365 days from the posting date.

**Restrict Applications:**

Choosing "yes" will restrict applications for this position to only those students who meet the screening criteria you set

yes  no (You will probably want to select "no" for most positions.)

**Location**

**Nation Wide\***

yes  no

**City\***

Enter the City

**Location\*:**

Gambier

**State/Province\***

Enter the State/Province

Ohio

**Country\***

Enter the Country

United States

**Salary Level:**  (Please enter a whole number, "unpaid" or "negotiable."  
(Please leave the position number in this field and use the next field to indicate Student Employment pay rate.)

**Student Employment Pay Rate:** ONLY USE if you are posting an on-campus student employment position.  
Please select the appropriate pay rate from the drop down menu.

**Desired Start Date:**  (Type in the start date of the position.)

**Approximate Hours Per Week:**

**Duration:**  (Academic year, spring semester, winter break etc.)

## Application Instructions

**Resume Receipt\*:** Choose how you would like to receive student resumes for non-OCR positions.  
 E-mail  Accumulate Online  Other (enter below) (Choose one please.)

**Additional Documents:** Which additional documents do you request this position?  
 Cover Letter  Unofficial Transcript  Writing Sample  Other Documents (This option is not required.)

**Requested Document Notes:** Special instructions regarding requested documents.

**Display Contact Information To Students:** If checked, please provide information in 'Contact Information' field  
 (Check this, if you want students to see your address, phone # etc.)

**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

**Attachment(s):**

(Make sure to "submit" or "save" the job posting.)