

WORK STUDY PROGRAM

2022-2023

CREATING YOUR ACCOUNT:

1. Go to the Career Services' Mountie CareerSource website at: <https://mtsac-csm.simplicity.com/employers> and click on Employer Login.
2. If you are a first-time user—click the Sign up and Post Jobs or Register tab.
3. Enter your information and then click on the O (circle) to verify "Not a Robot". Follow the prompt to verify. Then click "Next".
4. Enter the information about your job then click "Submit".
5. Once your registration and job posting have been successfully submitted you will receive a confirmation email and the instruction on how to set up your password. Please allow 1-2 business days for approval.

POSTING A NEW JOB:

1. Click on the employer tab
2. Enter your username which is your email address, and then enter your password
3. Enter your department name, building, room number and contact information.
4. Click on Create Job Posting
5. Enter Position Information and click on Work-study for Position Type
6. Enter Position Type as "**WS - Student Assistant**" and select your designated level and job description
7. Enter How to Apply instructions and your department location, building and room number
8. **Click yes to restrict to pre-authorized work-study students only**
9. Click submit

REPOSTING A PREVIOUS JOB:

1. Returning employer enter your username which is your email address, and then enter password
2. Go to Short Cuts right side box on Home page. Click on Create Job Postings, click on drop down arrow
3. Click on the job you want to repost and select Work-study for Position Type (edit salary if needed)
4. Enter specific instructions on how to apply and include department location
5. New posting date should be **8/22/22**.
6. Click submit.

MOUNTIE CAREERSOURCE EMPLOYER GUIDELINES:

- ☐ Departments will submit their Job Postings using Mountie CareerSource. It is recommended that departments designate one person to submit job postings, as the database requires a username and password.
- ☐ Once you post your Work-study job opportunities on Mountie CareerSource, they will be accessible to all Work-study students. It is up to the students to decide which jobs they would like to pursue and apply for.
- ☐ Returning students DO NOT automatically have Work-study. Please refer potential New Hires or Re-Hires to Career Services to schedule an orientation.
- ☐ It is the department's responsibility to close a job that is no longer available by entering the database and changing the expiration date to the present day.