The KU Career Development Center promotes professional, career-related internship and job opportunities as well as on-campus student employment. (Non-career related full-time/part-time, temporary, or seasonal opportunities are not promoted.)

KU Career Network (KUCN) is the primary online resource for preparing and connecting students and alumni with employers. The following services and resources are available to employers:

- Employer Profiles
- Internship & Job Postings
- Career Fairs & Events
- On-Campus Recruiting
- Resume Books (not available to third party recruiters/staffing agencies)

NEW USERS (3 Easy Steps):

**Step 1 – Request an Account**
- Visit [https://kutztown-csm.symplicity.com/employers](https://kutztown-csm.symplicity.com/employers)
- Click on the ‘Register and Post Job’ button on the right side of the screen to request an account.
- Complete the requested information. All fields marked with an asterisk (*) are required. Incomplete requests will delay the approval process and run the risk of being denied access.
- At the bottom of the registration form is the Employer Policy Affirmation section which includes KU Recruiting Policies & Guidelines. You MUST review and accept KU’s employer policies and guidelines before registration can be submitted.
- Click the Next button to submit form. A window will appear – you may choose Post to this school only or Post Job to PA State System Consortia (14 PA state universities).

**Step 2 – Post Position(s)**
- Complete the Job Information form.
  - Select ‘Position Type’.
  - Enter a detailed description of responsibilities/tasks and required qualifications.
  - Indicate the approximate hours per week.
  - Select Yes or No (as appropriate) for ‘Internship Posting’ field.
  - If the position is an internship, indicate if the internship meets the minimum of 150 hours.
  - **NOTE:** Internships must meet a minimum of 150 hours per semester to be considered for academic credit. Please be aware internships for academic credit must be approved by the student's academic department.
  - For ‘Resume Receipt’ (Application Process section) click Other and state how students should apply in the text box.
  - Review and accept the policy affirmation statement and click the Done button.

**Step 3 – Set Password**
- Please allow 3 business days for your registration to be reviewed. If you did not post opportunities along with your registration, the approval process will be delayed. You will receive an email inquiry regarding available opportunities before your account request can be processed.
- A confirmation email will be sent after approval by the Career Development Center. The email will contain a link to set your password. Once your password is set and you are logged into the system, use the ‘Profile’ tab to enter additional information about your organization.
EXISTING USERS: Visit https://kutztown-csm.symplicity.com/employers to log-in to an existing account. To post a position, click the ‘Internships & Jobs’ tab, then click the Add New button. Click Post to This School Only to post to Kutztown University for FREE. (Clicking Post to Multiple Schools will enable registration through OneStop, managed by NACElink - FEES APPLY).

Forgot Password: If you forgot your password or need a new one, click the Forgot Password link on the main page. Enter in your username (email). A system-generated password link will be emailed for you to reset your password. NOTE: You will not be able to retrieve your old password.

PLEASE NOTE:

- Due to the high volume of postings received, the Career Development Center cannot create, maintain, nor edit postings for employers.
- Non-career related full-time/part-time, temporary, or seasonal opportunities may NOT be posted.