Yale-NUS College Student Associate Program

Student Associate Job Posting and Approval Guide

Posting a Student Associate job on Symplicity

1) Go to https://yale-nus-csm.symplicity.com/manager/.
2) Log in with your username and password. If it’s the first time you log in, your Yale-NUS email address will be both your username and password.
   Example:
   Username: firstname.lastname@yale-nus.edu.sg
   Password: firstname.lastname@yale-nus.edu.sg
   After your first login, you can change your password when you click on your name in the top right, and select Update Password.
3) Go to CIPE Opportunities on the left.
4) Click on Add New.
5) Fill out the job specifics. Some things to note:
   - **Organisation**: Yale-NUS College
   - **Contact**: The person who will be the position supervisor, and/or will be reviewing the students’ applications. That can be you or another person from your department.
   - **Title**: For consistency, enter the title as Student Associate – XYZ, where XYZ is the department or the main job scope, or a combination of both.
     Examples:
     Student Associate – Division of Sciences; Student Associate – Organic Chemistry Research
     Student Associate – Division of Sciences (Organic Chemistry Research)
     Student Associate – Development Office (Tour Guide)
   - **Job Description**: Include responsibilities, any specific goals the SA should achieve, expected number of hours per week, projected start date and duration.
   - **Salary Information**: Enter $9/hr, $12/hr or $20/hr. Those are the only rates available for Student Associates until Jan 2018.
   - **Expiration Date**: Postings expire at midnight on the expiration date you set.
   - **Additional vs Required Documents**: If you want certain documents to show as required, check the box for that document type both in “Additional Documents” and in “Required Documents”.
   - **Desired Class Level**: If you limit to certain years, students from other years can still apply.
   - **Attachments**: This field can be used for photos or other materials related to the job.
   - **CV Receipt**: If you choose Accumulate Online, the system collects the applications and you can review them there later. “E-mail” sends them to a specified email address. “Other” lets you choose a different method.
     Recommended default method: Accumulate Online.
6) Under “Hide Resumes from Employer”, select No.
7) **Approval**: Select “Approved” to make the job posting visible to students on the date that you indicated as Posting Date. **This is an essential step, otherwise students can’t apply.**
8) Click Submit.
Approving a Student Associate job posting on Symplicity

2) Go to CIPE Opportunities on the left.
3) Select Pending CIPE Opportunities at the top.
4) Find the Student Associate position that your colleague has asked you to approve. Click on the position title.
5) Scroll down to the bottom and select Approved.
6) Click Submit. The position will become visible to students on the date indicated as Posting Date.