

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

- 1) Go to <https://yale-nus-csm.symplicity.com/manager/>. Log in.
- 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.