



EMPLOYER GUIDE TO THE SJUcareers SYSTEM:  
**INTERNSHIPS AND FULLTIME  
POSITIONS**

Visit: <http://www.sju.edu/careers>

**Employer Registration-New Users:**

1. On the right side of the page, click the "Employer Login" link at the bottom of the SJUcareers login box.
2. Choose to either "Register" (if you only want to set up an employer account and post a job at a later date) or "Register and Post @ SJU for Free" (if you would like to register and post a job immediately).
3. Enter your organization's profile. All fields in red, denoted by an (\*) are required.
4. Enter Contact Information of the contact person for your position. All fields in red, denoted by an (\*) are required. Click "Continue". Click "Submit".

**Posting Internships and Fulltime Opportunities-Already Have an Account:**

1. Log in to your account by going to [www.sju.edu/careers](http://www.sju.edu/careers) and entering your username and password in the SJUcareers Login Box. Then, click "**Employer Login.**"
2. Click on the Jobs tab and then under Single School Posting, click "Add New."
3. Fill out the information about the position, especially entering at least a brief description (required fields are denoted by an (\*)).
4. After entering information, click "Submit".
5. Once submitted, you may click on the "Preview" tab at the top of the page to review your posting as it will appear to students.

*Your posting will be sent to the Career Development Center Staff for approval. Once your posting is approved, the listed contact will receive an email advising that the job/internship opportunity has been approved and is visible to both students and alumni.*

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