



Thank you for expressing interest in posting opportunities for Marymount Manhattan College students. The best way to advertise your position to our student body is through our in-house job server, the ***MMC Career Connection***.

Faculty members who post opportunities to our job board will be given access to a resume book collection. When posting a position, please make sure to select “**Job Postings**” and “**Resume Book**” under services and “**Accumulate Online**” under job receipt. You may also select “**email**” receipt but keep in mind that every application will then be emailed to the address you have listed. Career Services can log in to the job board and email all resumes from the job posting to the faculty member if preferred, but please inform Career Services if that is something the professor would like.

This can be accessed here: <https://mmm-csm.symlicity.com/employers>.

Following this link will allow you to register for an account. Once you register, you will be able to post open positions for students to view. After a member of our staff reviews the position to ensure it contains all necessary details, it will be posted.

See images below for more details and feel free to contact Kat at ext 688 for more assistance or KCastro2@mmm.edu

Start Registration here: <https://mmm-csm.symplicity.com/employers>.

The screenshot shows the user interface for the Career Services Management System at Marymount Manhattan College. The page is split into two main sections: 'Sign In' on the left and 'Sign Up' on the right. The 'Sign In' section includes a message indicating the user has been logged out, a prompt to enter a username and password, and input fields for 'Username (your email address)' containing 'kcastro2@mmm.edu' and 'Password' with masked characters. A 'Sign In' button and a 'Forgot Password' link are also present. The 'Sign Up' section features the text 'Signing up takes just minutes.' and two buttons: 'Sign Up' and 'Sign Up And Post Job'. A large red arrow points from the top right towards the 'Sign Up' section. The Marymount Manhattan College logo is in the top left, and the text 'Career Services Management System' is at the bottom left.

Marymount Manhattan College

Sign In

! You have been logged out.

Please enter your username and password.

Username
(your email address)

kcastro2@mmm.edu

Password

.....

Sign In

[Forgot Password](#)

By clicking Sign In, you agree that your use of the system is governed by your institution's privacy policies and our [Privacy Policy and Terms](#)

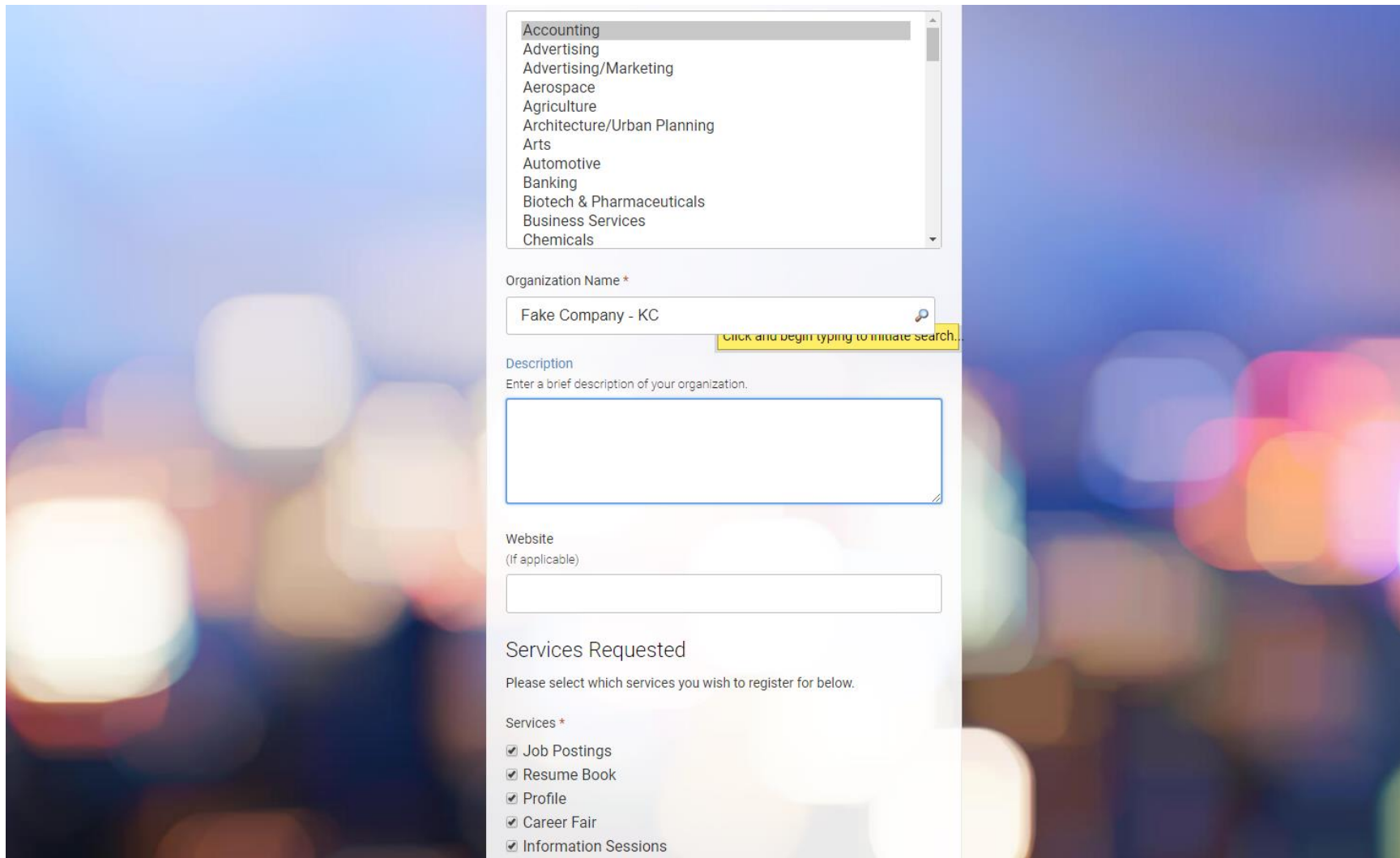
Sign Up

Signing up takes just minutes.

Sign Up Sign Up And Post Job

Career Services Management System

Enter in Organization name and other information in necessary fields.



The image shows a registration form for an organization. At the top, there is a dropdown menu with the following options: Accounting, Advertising, Advertising/Marketing, Aerospace, Agriculture, Architecture/Urban Planning, Arts, Automotive, Banking, Biotech & Pharmaceuticals, Business Services, and Chemicals. Below this is a text field for "Organization Name *" containing "Fake Company - KC". A yellow tooltip points to the search icon in the text field with the text "Click and begin typing to initiate search...". Underneath is a "Description" section with the instruction "Enter a brief description of your organization." and an empty text area. The "Website" section is labeled "(If applicable)" and has an empty text field. The "Services Requested" section asks the user to "Please select which services you wish to register for below." and lists five services, all of which are checked: Job Postings, Resume Book, Profile, Career Fair, and Information Sessions.

Accounting
Advertising
Advertising/Marketing
Aerospace
Agriculture
Architecture/Urban Planning
Arts
Automotive
Banking
Biotech & Pharmaceuticals
Business Services
Chemicals

Organization Name *

Fake Company - KC

Click and begin typing to initiate search...

Description
Enter a brief description of your organization.

Website
(If applicable)

Services Requested
Please select which services you wish to register for below.

Services *

- Job Postings
- Resume Book
- Profile
- Career Fair
- Information Sessions

Make sure you have resume book and job postings selected.

Services Requested

Please select which services you wish to register for below.

Services *

- Job Postings
- Resume Book
- Profile
- Career Fair
- Information Sessions

Contact Information

Please provide as much information as possible

Salutation
(mr., ms., mrs., etc)

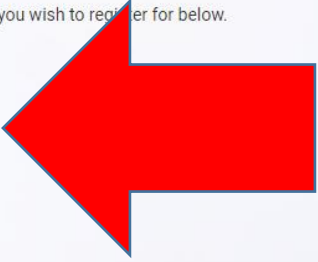
Full Name *
(first mi last)

Title

Division

Email *

Phone
(###) ###-####



Select Accumulate Online and finish registration.

Arts/ Design/ Entertainment/ and media
Sales and Marketing
Business Operations/ HR and Financial Services
Government and Policy
Community Social Service and Non-Profits
Legal
Real Estate
Education/ Training and Library
Healthcare and Safety

Resume Receipt
Choose how you would like to receive student resumes for non-ocr positions.

Email Accumulate Online Other (enter below)

Additional Documents
Which additional documents do you request for non-ocr positions.

Cover Letter Unofficial Transcript

Posting Date *
(Job announcement will be posted on this date.)

2018-11-01

Expiration Date *
(Job announcement will be removed on this date.)

2018-11-30

GPA *
Please enter the minimum grade point average desired.