

**Employer Instructions**  
for  
**Nittany Lion Career Network**  
**The Online Job Board**



Nittany Lion Career Network is Penn State's online job board (powered by Symplicity). This centralized system is used by all other Penn State campuses across the state, so that when you post openings online, PSU students throughout the commonwealth can view opportunities with your organization.

Below are instructions for posting your opportunities on our job board. Please let us know if you need help posting. The reasons we leave it to you to post are numerous, including the ability to:

- Create a company profile
- Upload your logo
- Enter numerous details about the posting
- Indicate whether you want to have the system collect resumes for you when students/alumni apply or receive individual emails
- Have control over the posting expiration
- Copy previous postings to re-activate
- Search all resumes in the system by specific criteria (such as major, gpa, academic level, keywords, etc.)
- Create Resume Books and email students of interest directly.

If you do not already have an account on NLCN, perform the following steps:

1. Go to our website <http://bw.psu.edu/Academics/Advising/recruiting.htm>
2. Follow the instructions for setting up an account on Nittany Lion Career Network. Once your account is set up, you can post internship and job opportunities on an ongoing basis.

**When prompted for School Affiliation, be sure to select Consortia.** This way, you can indicate that you have a Campus Relationship with Penn State Brandywine / Delaware County.

Also, when posting jobs, **you will need to specify the geographic region. You can select Southeast PA / Greater Philadelphia.** This will make it much easier for our students at Brandywine campus to find postings from your organization in the database.

Please feel free to call (610) 892-1390 if you have any questions.