



## How To Create & Edit A Job Posting

### **Create A New Job Posting**

Drafting a new job posting for the first time or for the first time in this term. Please review the document: MySuccess – Employer vs Staff/Faculty Username Creation found in the resources section before starting.

Login to [MySuccess portal](#).

From the Dashboard on the left of the screen, click on JOB & VOLUNTEER POSTINGS > LAKEHEAD UNIVERSITY WORK STUDY PROGRAM > JOB POSTINGS.

Review the information displayed for Employers regarding the application process. For more information about the program, click on the links to the Lakehead website.

Click on the blue POST A JOB BUTTON in the middle of the screen.

Review and accept the Terms & Conditions for the subsidy.

Click POST A NEW JOB.

Complete the form and click SUBMIT POSTING FOR APPROVAL.

### **Edit A Current Posting**

A posting can be edited if the application deadline for students has not ended.

If the application deadline has past, please email [cellis@lakeheadu.ca](mailto:cellis@lakeheadu.ca) with changes.

Login to [MySuccess portal](#).

From the Dashboard, click on the Job Postings tab in the middle of the screen.

Find the posting to be edited and click VIEW.

Click the black circle with 3 dots on the bottom right of the screen.

Click on POSTING OPTIONS

Click on EDIT POSTING DETAILS

Make changes to job requirements, application deadline, contact etc

Click SUBMIT CHANGES FOR APPROVAL at the bottom.

### **Re-Post A Previous Job Position**

When a new term begins, a previous job can be re-posted and edited. Do not use this feature to “re-post” a current position as it will generate a new Job ID#. Please use Edit a Current Posting instead (see above).

Login to [MySuccess portal](#).

From the Dashboard, click on the Job Postings tab in the middle of the screen.

Find the posting to be copied and click RE-POST.

Select REPOST AND EDIT POSTING and then click REPOST.

Make changes to job requirements, application deadline, contact etc. as needed.

Click SUBMIT CHANGES FOR APPROVAL at the bottom.