Bucks County Community College
Online Job Board Guide for Students

Create a Free Account:
1. Follow the link https://bucks-csm.symplicity.com/students.
2. Click Register.
3. Complete the registration form.
4. Check your email for an automated message with your starter password.
5. Login using the password that was emailed to you.
6. Click on Profile, then Password/Preferences.
7. Change your password to something easy to remember.

Create a Resume:
To create a resume, use the Resume Builder within the Documents menu or go to the "Write a Resume" page and following the instructions to Career Cruising http://www.bucks.edu/student/career/students/resume/.

Post Your Resume:
1. Login to your account.
2. Click on Documents.
3. Upload your resume as a Microsoft Word document.
4. Hit submit. Student and Alumni resumes will go into a pending file for review by the Center for Student Employment and Career Development staff.
5. Students will receive the critiqued resume and be able to make changes as needed.

Search Jobs:
1. Login.
2. Click on Jobs and Internships.
3. Search by: position type (full or part-time, work study, internship, seasonal); job function; industry; location (local or national); or keyword.
4. Click on the star to the left of job title to save job postings to your Favorites.
5. Click "View Printable Job List" to print a job posting.
6. Run an Advanced Search, Save it and Schedule to create a Job Search Agent.

All employers are pre-screened by The Center for Student Employment and Career Development staff at Bucks County Community College as well as the host company for the Online Job Board.

Bucks County Community College's Continuous Notice of Non Discrimination:
Bucks County Community College does not discriminate in its educational programs, activities or employment practices based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, veteran status, union membership, or any other legally protected category. This policy is in accordance with state law, including the Pennsylvania Human Relations Act, and with federal law, including Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967 and the Americans with Disabilities Act of 1990.

All inquiries regarding the nondiscrimination policy shall be directed to the Executive Director, Human Resources & Equity Compliance Officer, Tyler Hall Room 130, Bucks County Community College, 275 Swamp Road, Newtown, PA 18940, 215-968-8091(phone), 215-504-8506 (fax).