

## GradLeaders Job Portal Instructions for Employers

National University Career Services maintains a Job Portal powered by Grad Leaders. As an employer, you can post full time, part time or internship opportunities for our students and alumni, free of charge, as often as you have positions available. It's simple to use, and you have unlimited access to post new opportunities.

With the National University GradLeaders platform, you not only have access to self-serve job posting tools to put your opportunities in front of our job-seeking students, but you can also request on-campus recruitment tabling, schedule on-campus information sessions, register for career fairs and more, all within this self-service employer portal.

### 1. Employer login (Registration)

- [Login NU GradLeaders Employer Page](#)
- Click "Create Account" if you are new to the NU GradLeaders Job Portal
- Read and agree to the terms and conditions
- Enter your email (**must have a work domain**), create a password, and click "Save"
- Enter the name of your organization and click "Find Organization"
  - If your company is already listed, click [Select / Continue]
  - If your company name is not listed, click [Add Company]
- Fill out your Company Contact Form
- Fill out Recruiter Contact Detail Form

### 2. Posting a Job or Internship

- Make sure you have filled out your company profile
- From the Dashboard click "Add New Job Postings" in the upper right corner
  - Fill out all job information
  - Click Save

If you need additional assistance, please contact Career Services, at [careerservices@nu.edu](mailto:careerservices@nu.edu) or you may contact me directly at [jcolon@nu.edu](mailto:jcolon@nu.edu) or 858-541-7958.

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