How to Post a Job or an Internship

LionSHARE gives employers the ability to post targeted job opportunities, schedule and host on-campus interviews, schedule and advertise employer presentations, view career center events, and register for career fairs.

Use of the system is free of charge and job postings reach current undergraduate and graduate students and alumni of the seven schools served by the Center for Career Education. Postings remain active for 30 days unless otherwise requested.

Getting Started:

- Access LionSHARE via the CCE website here.
- Create a new account by clicking “Click here to register” at the bottom of the screen.
- Follow the instructions on this page to determine whether your organization has a pre-existing account that you can link your profile to.

Creating Your Profile:

- If your organization already has an account, fill out your own information in the Contact Information profile form.
  OR
- If your organization does not already have an account, create a new one by filling in all of the requested fields on the Employer Registration form.
- Click Register
- Click Submit Profile

Posting a Job Opportunity:

- Now you can post your position by clicking on “New Job” under “My Job/Internship Postings” at the top of the screen.
- Fill in all applicable fields and click “Save” at the bottom of the page when you’re done.
- Your job has now been sent to our office for review. Please allow 24 - 48 business hours for approval. You will receive a confirmation email when the job has gone live.
- You can return to your homepage by clicking “Home” at the top of the screen.

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**Viewing Resumes:**

- Resumes will be collected in your LionSHARE account, and if you left the “Receive Email When Students Apply” selection marked to “Yes” in the job posting, then you will automatically receive an email with the student’s resume each time a candidate applies.
- You can also view the applicants’ resumes by clicking “Job List” under “My Job/Internship Postings” at the top of the screen. Then click “R” under the “Activity” column for the applicable job post to view and print resumes.

**Editing Your Job Posting:**

- Should you wish to edit your job after it has been posted, log in to your account and select “Job List” under “My Job/Internship Postings.”
- Select the job ID for the posting that you intend to edit.
- Click “Edit” in the “Position Information” section to alter the text in the posting. Toggle between the individual tabs at the top of the posting (“Posting Information,” “Document Categories,” etc.) to edit text in the remaining sections.

**Policies:**

Please keep in mind that all postings must follow Equal Employment Opportunity Laws that prohibit discrimination based on race, religion, sex, national origin, age, disability or genetic information. The Center for Career Education reserves the right to make a determination of the appropriateness of the positions being offered for the populations it serves. For additional policies, including those for third party recruiters, please visit our policies and procedures page.

**Contact:**

For help using LionSHARE please contact the Center for Career Education at cce@columbia.edu or 212-854-9167.

To contact one of the career centers for the Columbia University schools NOT served by the Center for Career Education, please refer to the following links to their websites.