CREATE A LIONSHARE ACCOUNT

Step 1: Access LionSHARE through the CCE website through the following link: http://www.careereducation.columbia.edu/employers/jobposting (bookmark this page to login next time!)

Step 2: Select Click here to register

Step 3: Find Your Organization and Complete Your Unique Profile.

- Search for a pre-existing account by your organization. Select your organization, and then press Continue to complete your Contact Information profile.
- If no results are found for your organization, select Can’t Find Your Organization to create a new account. Complete both the Employer and Contact Information sections.
- Fill out all information fields with a red asterisk* beside them. Then, click Register at the top of the page followed by Submit Profile.

Note: The email address you enter in the email field is the address to which we will send all LionSHARE notifications. Your Contact Information is confidential.

POST A JOB/INTERNSHIP OPPORTUNITY

Step 1: In the top toolbar, scroll over the Job Internship Postings tab. Select New Job Posting to create a new job/internship posting.

Step 2: Please provide information for all required form fields marked by a red asterisk*. Click 🛠️ for additional information about a field. Be sure to select the eligible academic and degree levels. Only candidates that match employer selected eligibility criteria will be able to apply through LionSHARE.

Step 3: Once you have completed all applicable fields, click Save at the bottom of the page. Your posting will then be sent to CCE for review. Please allow up to two business days for the posting to be reviewed and activated. You will
receive a confirmation email when the posting is viewable to students. Posting status can also be tracked under the “Status” column located in Job/Internship Postings>My Job Postings.

Please review all Policies and Procedures, which includes information on Unpaid Internships and Academic Credit on the CCE website page: http://www.careereducation.columbia.edu/employers/policies.

MANAGE APPLICATIONS AND VIEW RESUMES

**Step 1:** Go to Job/Internship Postings > My Job Postings.

**Step 2:** Click on the Job ID number.

**Step 3:** On the upper left hand side of the page, under Page Functions, click View Activity.

**Step 4:** To view individual resumes, click on the icon under the Submitted Documents column. To view and print all submitted applications, click Select All and either “email packet to self” OR “Create Packets”.

To Edit a Posting: Click the **Edit** button on the upper right hand corner of the posting. All edited postings will be reviewed again and reactivated by CCE.

To renew an expired posting, edit the posting you wish to renew for an additional 30 days, then click Copy Job under Page functions. Your posting will return to Pending status until it is reviewed and made Active by CCE.

If you selected “Receive Email When Students Apply” in the job posting, you will automatically receive an email including the resume/documents each time a candidate applies through LionSHARE.