Clark University Students

Searching for student employment positions
in the Clark Recruiter database

Index

Signing into ClarkYou

Logging into the Clark Recruiter

Why can’t I log into the Clark Recruiter?

Updating your profile

Uploading your resume

Searching for student employment positions

Signing into ClarkYou:

- Log into your ClarkYou account: https://you.clarku.edu/
- Please use your Clark University Email Address to sign in.
- If you are having trouble logging into your ClarkYou account, please contact the Help Desk at helpdesk@clarku.edu or 508-793-7745.

Logging into the Clark Recruiter:

- Once signed into your ClarkYou account, locate the LEEP Center Clark Recruiter link on the left hand side of the page under “Web Services,” and click on it.
- Your Clark University credentials will automatically log you into your Clark Recruiter account.
- If you are successfully able to log in, your homepage should look similar to the picture below.
If you are unable to log into the Clark Recruiter, please click here to learn about common problems.

Why can’t I log into the Clark Recruiter?

- All current **undergraduate & 5th year** students have an account in the database.
- Non-5th year graduate students will not automatically have an account in the database, but will be granted access **EXCEPT for GSOM & IDCE grad students**, who have separate databases.
- If you are an undergraduate or 5th year and attempt to log in to the Clark Recruiter via ClarkYou, but get redirected to a page similar to the picture below, contact the **LEEP Center** for account assistance.
- If you are a non-5th year graduate student and attempt to log in to the Clark Recruiter via ClarkYou, but get redirected to a page similar to the picture below, please register for an account.
- GSOM students will not be given access to the LEEP Center Clark Recruiter, they should log into their own recruiter through ClarkYou.
- IDCE’s database is College Central Network (CCN). www.collegecentral.com School name is: Clark University IDCE, access number is your Clark ID beginning with “C.”

Updating your profile

- Once logged in, you will need to update your profile in order to move forward with your job search. If your profile is already complete, skip to uploading your resume.
- As in the picture below, you will notice on your homepage the percentage of your profile that is complete.
- In the Getting Started box on the right hand side of the page, click on the categories that are unchecked.
Fill out your academic profile with as much information as you can provide. You will not be able to access other parts of the database (including the document upload section) without completing this section. This information can also help with your job search and emails you may receive from the LEEP Center about positions that might be of interest to you.
• Save your changes & continue to move on to the resume upload section.

Uploading your resume

• In order to apply for student employment positions, you will need to submit a LEEP Center approved resume ([see below for more information](#)) and possibly a cover letter (if requested.)
• A resume will need to be uploaded into your Clark Recruiter account in order to apply.
• If you already have a LEEP Center approved resume in your account, skip to [Searching for Student Employment positions](#).
• Once you have filled out your academic profile, you will be brought to a page similar to the picture below.
• Select “Add New” to upload your resume.
• If you have never created a resume before, please take a look at our [Resume How-to-Guide](#) to get started.
- Enter the name of your document in the label box.

- Designate the document type out of the list provided.
- Upload your document.
- Select submit.
- Initial resumes will be reviewed and approved by the LEEP Center; subsequent resumes will not require approval. Initial cover letters will be reviewed and approved; subsequent cover letters will not require approval. **There is a 48 hour weekday turn around. Resumes submitted on a Friday will be approved the following Monday.** If you do not hear back within that timeframe, please contact the [LEEP Center](#).
You will be contacted by Career Services with suggested changes to your document.

Once these updates are made, upload your new resume to your account. This new version will not need to be approved.

You can now begin searching for student employment positions.

**Searching for student employment positions**

- Go to the homepage of your Clark Recruiter account.
- On the right hand side of the page, scroll down to the “Shortcuts” section.
- Click on “Clark Student Employment.”

- You will see a list of current student employment openings.
- New positions will continuously be added, so be sure to check back often for new openings.
- Click on the jobs that are of interest to you.
- Read the description. If you want to apply and feel that you are qualified, click on the “Apply” button on the top right hand corner of the description.
• If you would like to apply for a position but do not see the “Apply” button, and see similar information on the page below in “Application Status,” that means you do not have a resume uploaded, or your resume has not been approved by the LEEP Center yet. Learn more about uploading documents to the database.

• The department/office in charge of the position you have applied to will contact you directly if they are interested in an interview or talking with you further about the job.

• Any questions or inquiries about a specific job and whether it has been filled should be directed to the contact person listed on the position description.

• All questions regarding your Clark Recruiter account should be directed to the LEEP Center: leepcenter@clarku.edu or 508-793-8819.

• Questions about your ClarkYou account? Contact the help desk: helpdesk@clarku.edu or 508-793-7745

• Questions about student employment paperwork should be directed to the Financial Aid office: finaid@clarku.edu or 508-793-7478.