

**Wolf Work is an online employment database available to NSU students and alumni. Users may search and apply for employment opportunities including on-campus work study or student labor positions, part-time local jobs, professional internships, and fulltime post-graduate employment opportunities related to NSU fields of study. Employers may self-post and manage positions available on the Wolf Work site.**

Access WolfWork by navigating to <https://northern-csm.symplicity.com/> or by clicking on the link from the NSU Career Services website: <http://www.northern.edu/studentservices/Pages/career/employment.aspx>.

Creating an Account:

- ✓ New Users
  - a. Click “Employer Sign Up” and complete the registration form. After completing the registration form, you will receive an email to verify your email address. Follow the link in the email to finalize registration.
- ✓ Existing Users
  - a. Enter your username and password to login.

Employers may:

- ✓ Update their Employer Profile to provide additional information to students regarding your organizations mission, values, culture, and goals.
- ✓ Create OR Update Job Positions available to NSU students and alumni. All postings must be approved by NSU Career Services staff. Approval is conducted each business day.
- ✓ Collect Applications Online OR instruct students to submit their resumes directly to your website and email. Indicate your collection method for applications in your job postings details.
- ✓ Schedule On-Campus Interviews AND Collect Résumés  
Résumé books are generated for employers requesting on-campus interviews for positions. Please contact NSU Career Services directly to schedule an interview date.

Unless otherwise indicated, positions will expire after 30-days. If you would like a position to be open longer, please be sure to adjust your job expiration date in the job posting form.

NSU Career Services will approval the following position types:

- ✓ Local part-time employment opportunities, including student labor or campus work study
- ✓ Professional internships
- ✓ Full-time post-graduate opportunities related to NSU fields of study.

For questions or further assistance, please contact NSU Career Services at 605-626-2371 or [careerservices@norther.edu](mailto:careerservices@norther.edu).