

Instructions for Posting R.A. Positions in Symplicity

A. Contacts:

RA Appointment questions: contact Financial Aid Office law-financialaid@uiowa.edu, 319-335-9142

Symplicity questions: contact Career Services, 319-335-9011

B. Logging in to Symplicity for the First Time:

1. Go to <https://law-iowa-csm.symplicity.com/employers/> and **bookmark this page**.
2. If you have an account, log in with your **Username** (Uiowa email address) and the **Password** that was provided to you.
3. To create an account, click "Sign Up" or "Sign Up And Post A Job." This will walk you through the steps and an automatic email will be sent with your login information.
4. Click on "**account**" in the white navigation bar at the top.
5. Double check your contact information at the **Personal Profile tab**. Make any necessary corrections or additions and click the submit button.
6. **Change your password** to something you will remember by clicking on the Password/Preferences tab, enter the password that has been provided to you, then enter the new password of your choice. (Leave "Simplify Interface" at no.) When finished click the save button.

Click "**Home**" in the white navigation bar to return to the main page.

If you want your secretary to enter and/or monitor your RA postings, be certain they know your new Password.

C. Advertising for RAs in Symplicity Job Postings

1. Go to Symplicity that you bookmarked in step 1 above (<https://law-iowa-csm.symplicity.com/employers/>) and log in using your Username and the Password you created in step 5 above.
2. Click on "**job postings**" in the white navigation bar then click on the "**Add New**" button.
3. If you wish to copy an existing job posting, chose it from the drop down menu. If the posting you wish to use again has been archived, click the "Show Archived" button and select the desired posting from the list provided.
4. To complete a new Job Posting, you are required to provide certain information (in Symplicity, **red asterisks (*)** indicates **required fields**). You may also indicate **other requirements** you have such as other documents you wish to receive in addition to resumes; special hiring criteria; and whether you wish to have your contact information displayed to candidates. Follow these steps:
 - a. Position Type (choose "**R.A. for an Iowa Law Professor**").
 - b. Click "**Yes**" to restrict applications (your screen will refresh)
 - c. Click "No" for Blind Posting
 - d. Title of the Position ("**Research Assistant to Professor [enter your name]**").
 - e. Enter the **Job Description** written exactly as you want it to appear (a sample is on the back of these instructions).
 - f. How you want to receive the resumes and other application materials. (If you choose "**email**" you will be prompted to enter an email address; if you choose "**accumulate online**", you will return to Symplicity after your position has expired to get your resumes and any other requested application materials online; if you choose "**other**" you will be prompted to explain how to apply.)
 - g. Indicate which **Additional Documents** you would like each applicant to provide (optional).
 - h. Indicate any **Special Instructions** regarding these requested documents (optional).
 - i. Click the box to make your contact information visible to students (optional).
 - j. Enter **Posting and Expiration Dates** (click "select" to display a calendar).
 - k. **Class level** requested (not L1); hold the Ctrl Key down to make multiple selections.
 - l. **Area(s) of Practice** you are hiring for (hold Ctrl key down to click on multiple areas of practice) (optional).
 - m. Click on **Salary Range** drop down menu, choose **only one** of the RA Position salaries.
 - n. Click "yes" if you would like a PDF document of all application materials after the job posting expires (optional).

5. You will then be **required** to assent to the *University of Iowa College of Law's Policy on Equality of Opportunity in Recruiting and Employment*. Only after you have assented to this policy will you be able to submit your job posting for approval.
7. Click on the **submit** button. You are then free to log out of the Symplicity program (click "logout" in the upper right corner).
8. You will receive an email confirmation that your posting has been received into the system for approval; upon approval, you will receive a confirmation email that your posting is posted for the students to view.

D. Sample Research Assistant Job Description

Law Research Assistant positions are for second and third year students and are primarily intended as learning experiences that contribute to your program of study. The work you do will provide valuable experience for your résumé and future job searches. The work will vary but will include some or all of the following: legal research, legal writing, and cite checking. The standard appointment is for 10 hours a week. You will have subsidized health insurance available to you. If you are presently a nonresident, your tuition will be reduced to the resident rate for any semester that you hold at least a quarter-time appointment.

E. RA Position Check List for Faculty

1. Screening criteria

Resume is automatically received
 Unofficial Transcript Writing Sample References

2. Job Description

Use the standard job description above Make minor edits to the standard job description as noted above
 Other _____

3. How do you want to receive the application materials?

Email Accumulate online
 Other _____

4. How many RA positions do you have to advertise?

Two Salaried Academic Year RA Positions
 One Salaried Academic Year RA Position

5. What is the RA position term?

Salaried academic year Salaried fall semester only
 Salaried spring semester only Salaried summer only
 Hourly for short-term projects (no tuition reduction to resident rate and no health insurance subsidy)
 Other, please explain _____

6. Begin posting on ___/___/____ (mm/dd/yyyy) **End posting on** ___/___/____ (mm/dd/yyyy)

7. Class Level

L2 only L3 only L2 or L3

8. Area(s) of Practice (*optional*) _____

9. Any Other Requirements? _____