

## GradLeaders Job Portal Instructions for Employers

National University Career Services maintains a Job Portal powered by Grad Leaders. As an employer, you can post full time, part time or internship opportunities for our students and alumni, free of charge, as often as you have positions available. It's simple to use, and you have unlimited access to post new opportunities.

With the new GradLeaders platform, you will now not only have access to self-serve job posting tools to put your opportunities in front of our job-seeking students, but you can also request on-campus recruitment tabling, schedule on-campus information sessions, register for career fairs and more, all within this self-service employer portal.

### 1. Employer login (Registration)

- [Login JFKU GradLeaders Employer Page](#)
- Click "Create New Account" if you are new to the NU GradLeaders Job Portal
- Enter your email and follow the directions for creating a password and click "Create Account"
- Enter the name of your organization and click "Find Organization"
  - If your company is already listed please click [Select / Continue].
  - If your company name is not listed, click on [Add Organization].
- Fill out your Organization Profile
- Fill out Contact Profile

### 2. Posting a Job or Internship

- Make sure you have filled out your company profile
- Click the "Job Postings" tab
  - Click the green "Add" button
  - Click Save

If you need additional assistance, please contact Career Services, at [careerservices@nu.edu](mailto:careerservices@nu.edu) or you may contact me directly at [jcolon@nu.edu](mailto:jcolon@nu.edu) or 858-541-7958.

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