

# Using Nittany Lion Careers

## Penn State's job posting system

PREPARE  
NAVIGATE  
SUCCEED

### Office of Career Solutions and Corporate Engagement

Zoe Meyer  
Director

Rita Griffith  
Assistant Director Professional  
Development

Brianne Lippert  
Assistant Director Corporate  
Engagement

Shelly Kachik  
Program Support and  
Events Coordinator

The Office of Career Solutions and Corporate Engagement is dedicated to providing ample opportunities to our students in the job/internship search process. One way we accomplish our mission is through Nittany Lion Careers, PSU's job posting system. IST, SRA, DS and CYAOP students are able to use **Nittany Lion Careers** to:

- Search internships/co-ops/ full-time job postings unique to your major
- Schedule interviews
- Learn about upcoming career events
- Register to attend presentations

If you have questions regarding Nittany Lion Careers, please contact our office. Be sure to view all of the information sessions and workshops offered by the Office of Career Solutions and Corporate Engagement under the "EVENTS" tab on your home page. Several of these opportunities will give you the option to RSVP.

## Accessing Nittany Lion Careers:

A direct link to Nittany Lion Careers ([nittanylioncareers.psu.edu](http://nittanylioncareers.psu.edu)) is found on the Office of Career Solutions and Corporate Engagement webpage ([ist.psu.edu/careers](http://ist.psu.edu/careers))

You can log-in using your WebAccess credentials

## The first time you log-in to Nittany Lion Careers...

Enter the Profile tab and verify your Personal information and Academic information

- Add your Current or Intended Major
- Add your Graduation Date
- Add your cumulative GPA
- Add your work authorization status
- **NOTE:** this is how employers will filter through applications so it's important to complete these sections

Review your Privacy tab

- You must agree to each section of the Terms of Use agreements before using the system
- You can choose to receive text alerts or e-mail job blasts
- Choosing "no" will limit the information that you will receive from the system related to interviews, events, and job/internship opportunities

Upload a résumé and other career-related documents

- Under the Documents tab, click Approved Documents then "Add New."
- You can upload résumés, unofficial transcripts, and cover letters to apply for jobs. **Your first résumé must be approved by a Career Solutions coach before you can use it to apply.**
- Your résumé will be reviewed within 24 to 48 hours during regular business hours (Monday thru Friday, 8:00 a.m. – 5:00 p.m.).
- You will be notified by e-mail from the system if your résumé has been approved or requires revisions.
- **NOTE:** close to career fairs, the volume of résumés for approval increases dramatically and the timeline for approval increases to 72 hours. **Get your résumé approved early.**
- To minimize the number of edits your résumé might require, be sure to carefully review your résumé first using the Résumé Checklist and resources found on the Career Solutions website  
[ist.psu.edu/students/careers/resources/resume](http://ist.psu.edu/students/careers/resources/resume)



**PennState**  
College of Information  
Sciences and Technology

E103 Westgate Building  
[careers@ist.psu.edu](mailto:careers@ist.psu.edu)  
814-865-4509

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Once you have an approved résumé in Nittany Lion Careers, you can apply for jobs/internships directly through the system.

Some companies also require that you apply on their website and request additional documents. **Read application directions carefully!**

## Reviewing announcements

On your homepage, you will find announcements from the College of IST Career Solutions staff and any other Penn State Career Office that you may be affiliated with (i.e. Schreyer scholars will also see announcements from the Schreyer Honors College)

- Announcements are designated by the flag icon
- **Please pay attention to these announcements as we share important, often time-sensitive, information here**

## Searching for events

On the left navigation pane on your homepage, you will see Events

- Open **Information Sessions** and **Workshops** to view events that are targeted to you
- Some events allow you to RSVP through the system

## How to search for jobs targeted to your major

From the left navigation pane on your homepage, click on **Jobs >> Search for Jobs**

- You will see jobs targeted to you based on your major, previous searches, and previous applications
- To find jobs that list your specific major, click the SEE ALL JOBS IN SYSTEM link (top right corner)
- Choose More Filters
- Choose More Filters (again)
- Select your major from the Majors/Concentrations drop-down
  - IST majors are found under the **Engineering, Computing, and Information Technology >> Computing and Information Technology** hierarchy
- Searches can be saved to easily access again, directly from your homepage
- You can also schedule email alerts to notify you when new positions are posted

*Detailed training materials (with screenshots) can be found on the **IST Nittany Lion Careers** page to help you effectively navigate the system. You can also seek assistance from the Office of Career Solutions and Corporate Engagement.*

**Good Luck!**

### Office of Career Solutions and Corporate Engagement

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