



Minnesota College and University Career Services Association

LandIt! Employer Guide

Augsburg College • Bemidji State University • Bethany Lutheran College • Bethel University • Carleton College • College of Saint Benedict
College of St. Catherine • College of St. Scholastica • Concordia College • Concordia University • Crown College
Gustavus Adolphus College • Hamline University • Macalester College • Martin Luther College • Metropolitan State University
Minnesota State University Moorhead • Minnesota State University Mankato • Northwestern College • Saint John's University
Saint Mary's University of Minnesota • Southwest Minnesota State University • St. Cloud State University • St. Olaf College
• University of Minnesota Duluth • University of Minnesota Morris
University of Minnesota Twin Cities • University of Saint Thomas • Winona State University

LandIt! is an easy to use employment posting system that provides a single point of entry with one username and one password to allow unlimited posting of jobs and internships to all current MCUCSA consortium members.

1. New Users - Registration: Access the following website: www.landit.org and click on the “Click here to get started!” link under the Employer heading. On the employer page, click on “Click here to Register!” and follow the directions as listed.

- Complete all sections. Required * fields are marked with an asterisk.
- Click on the save button.

NOTE: Once you have registered, your account will be in a pending status. The LandIt! Consortium Administrator will review your account and if your registration is approved, you will receive an email notification. Please make sure that emails received from LandIt! do not directly get sent to your spam/junk mail folder.

2. Existing Users:

- Enter your Username and Password.
- Click on Login.

Employer Feature Overview

The main features of the LandIt! site are:

HOME

View announcements from the member schools.

MY PROFILE

Edit your personal contact & company information. Ensure that applicants can contact you and that your organization is presented accurately.

MY JOBS

Create job listings to post to all consortium member schools.

CONSORTIUM MEMBERS

Access MCUCSA consortium member websites and consider additional recruitment efforts at individual campuses.

Managing Your Account and Contact Information

To edit account information:

1. Click on **MY PROFILE** on the main navigation bar. Click on **EDIT** for each section to change or provide information about your organization and your contact information. Click on **SAVE** when edits and changes are complete

Posting a Job or Internship with LandIt!

LandIt! enables you to post jobs for MCUCSA students and alumni to view on-line.

To post a new job:

1. Navigate to **MY JOBS** on the main navigation bar and select the **NEW JOB** link.
2. Enter basic information as noted and required. Fields marked with an asterisk are required fields and must be completed.
3. Information for Job Description, Qualifications and Application Instructions can be cut/pasted from another software application.
4. Please note that the contact information is pre-populated with your contact information for the **MY PROFILE** section. If you would prefer that applicants contact another individual with your organization, please make that change here.
5. **POST DATE** is the date the announcement will be available for students to view.
6. **EXPIRATION DATE** is the date the announcement will be no longer viewable to students.
7. **SHOW CONTACT INFORMATION** allows students to view information in your profile as a method of contact. ** If you select No, your contact information will not be available to potential employees.*
8. Click the **SAVE** button at the bottom of the page.

NOTE: Once you add a job or make changes to a current job, this information will be reviewed by the LandIt! Consortium Administrator before it is posted. If you need any assistance, please email landit.info@gmail.com

To edit/re-post an existing job:

1. Navigate to **MY JOBS** on the main navigation bar and select **JOB LIST**.
2. Edit the sections of the job as needed. **SAVE** each section when completed.
3. To re-post the position, update the **POST DATE** field and the **EXPIRATION DATE** field.
4. **ACTIVE** jobs are only viewable to students if the **EXPIRATION DATE** has not passed.