

Job Center

Allows you to post employment opportunities within your organization.

View Openings Tab

Creating a New Job Opening

1. Click on New.
2. Enter the position title.
3. Select whether or not it's hidden.
4. Select yes/no on Allow Online Resume Submission (you must enter an email address if you plan to accept resumes online)
5. Enter Start/End dates – note that you do not have the option to ignore start/end dates like you do in other parts of the ISM
6. Highlight the category.
7. Enter the description using the text editor.
8. Enter Contact Name, Contact Email, and Contact Phone #, if applicable.
9. If you want to upload an application (such as a PDF), use the orange Select button. This will be available for users to download on the website.
10. Save.

Categories Tab

Creating a Category

1. Click on New.
2. Enter the name.
3. Enter a description (not mandatory, but if entered, it will be displayed on the site for all jobs in that category)
4. Once you have created all of your categories, you can start adding jobs.