



Post an Opportunity

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As a Staff or Admin level user, you can post opportunities for your students.

1. From the **Employability** menu, select **Opportunity Board**.
2. Select **Add Opportunity**.
3. Complete all of the required fields and any others as needed:
 - a. Choose License(s)- some users may have more than one license to choose
 - b. Opportunity Name
 - c. Type of Opportunity (drop-down): Work-Based Learning, Internship, Apprentice, Job
 - d. Company Name
 - e. Number of candidates being selected (drop-down)
 - f. Compensation
 - g. Opportunity Date Range- the date range of the actual employment or participation
 - h. Posting Date Range- the date range the post is visible to students
 - i. Opportunity Description
 - j. Opportunity Link
 - k. If interested, students should: use this box to provide additional instructions.
4. Once all data is entered, select **Post**.
5. You will be returned to the Opportunity Board.
6. To view only the posts you have created, select the checkbox: **Only show opportunities created by me**

