

**How to Post a Job, Internship or Volunteer Experience in UMA CareerLink**

1. **Go to** [**https://uma-csm.symplicity.com/employers**](https://uma-csm.symplicity.com/employers)
2. **Enter your username (e-mail) and password (or sign up on the right side of the page)**



1. **You should now be logged into your Employer Homepage:**
2. **On the top right of your Homepage, Locate Shortcuts, and click on “Create Job Posting”**
3. **Enter your Job/Internship/Volunteer Position and click SUBMIT!**
4. **Your position will be reviewed by a Career Connections Staff Member within two business days. We will reach out to you if we have questions about your posting.**

**If you have any questions or need assistance, please contact the Career Connections Office:**

**207.621.3130 |** **umacareer@maine.edu**[**http://www.uma.edu/academics/advising/career-connections/**](http://www.uma.edu/academics/advising/career-connections/)

