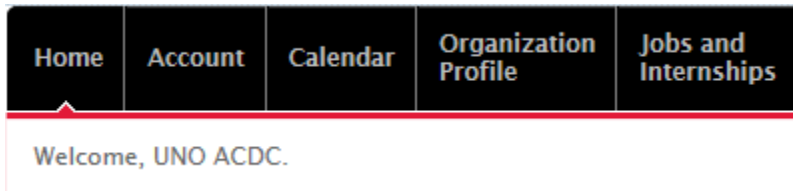


## HOW TO CREATE A JOB LISTING

1. Sign-into your UNO Career Connect account
2. You have two options:
  - a. Option #1: Go to “SHORTCUTS” on the right-hand side of the page and select “Create Job Posting”
  - b. Option #2: Select “Jobs and Internships”




- c. Click “Add New” and fill out the required fields, indicated by an \* on the “Job Posting” form.

job postings

<b>Job Postings (non-OCR)</b>	Student Resumes (non-OCR)	Multi-School Postings (Paid)	Archived Jobs	Publication Requests
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Keywords  Contact Name   
(searches job title, ID, description, and organization name: min. 3 characters).

 No records found.

- d. After you complete the form, the staff at UNO ACDC will review the job posting and “activate” your position within 1 business day.