

How to Post a Job, Internship or Volunteer Experience



With your USM Job & Internship Board account, you can post jobs, internships and volunteer experiences to our students and alumni by following the instructions below:

1. Go to <https://usm-maine-csm.symlicity.com/employers>
2. Enter your username (email) & password.

The screenshot shows the USM Job & Internship Board interface. The top header features the University of Southern Maine logo and a menu icon. The main content is split into two panels. The left panel, titled 'USM Job & Internship Board Employer Sign In', prompts the user to enter their username and password. It includes input fields for 'Username (your email address)' and 'Password', a 'Sign In' button, and a 'Forgot Password' link. Below the sign-in section, a disclaimer states that by clicking 'Sign In', the user agrees to the institution's privacy policies and the system's Privacy Policy and Terms. The right panel, titled 'Sign Up', states 'Signing up takes just minutes.' and features a 'Sign Up' button. The footer of the sign-in panel indicates the system is 'POWERED BY symlicity'.

UNIVERSITY OF SOUTHERN MAINE

USM Job & Internship Board
Employer Sign In

Please enter your username and password.

Username
(your email address)

Password

Sign In

Forgot Password

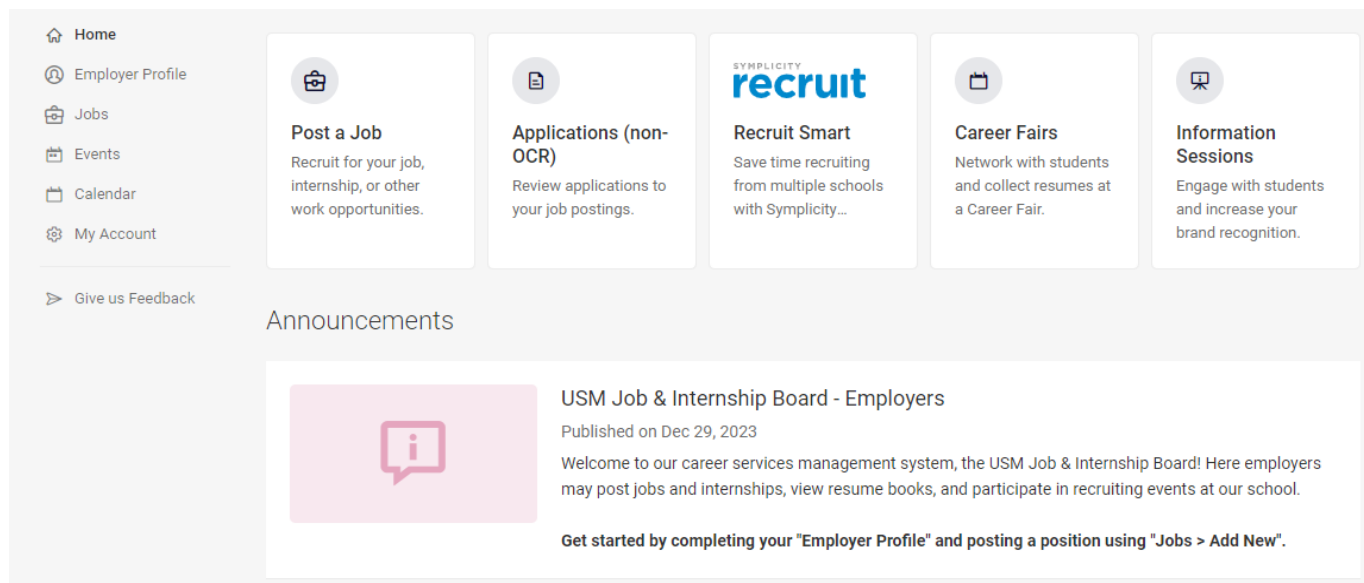
By clicking Sign In, you agree that your use of the system is governed by your institution's privacy policies and our Privacy Policy and Terms

POWERED BY symlicity

Sign Up

Signing up takes just minutes.

3. You are now on your HOME PAGE.



4. Begin by completing your *Employer Profile*, located in the left navigation bar.

After that, start posting positions, select either *Jobs* from the left navigation bar or select *Post a Job* from the top navigation.

5. Complete the form with the position information and click **SUBMIT!**



[Home](#)
[Employer Profile](#)
[Jobs](#)
[Job Postings](#)
[Student Resumes](#)
[Archived Jobs](#)
[CF Jobs](#)
[Publication Requests](#)
[Calendar](#)
[My Account](#)

[Submit](#)
[Save And Finish Later](#)
[Cancel](#)

* indicates a required field

Position Information

Copy or Repost Position
 Pick a position from which you would like to copy data.
 Please review and edit your job title when copying a job

▼

[Show Archived](#)

Position Type *
 Please select all that apply.

- ☐ Full-Time
- ☐ Part-Time
- ☐ Remote
- ☐ Temporary/Seasonal
- ☐ Internship
- ☐ Graduate Assistant (USM only)
- ☐ Federal Work Study (USM only)
- ☐ USM Department Funded (USM only)
- ☐ Volunteer
- ☐ Apprenticeship
- ☐ Fellowship

Please note:

Positions can be posted to the Job Board for up to 100 days. You will be notified as your job approaches expiration and provided an opportunity to extend the posting.

If you have questions or need assistance,
 please contact usmcareers@maine.edu.