

## **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.symplicity.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 users 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 using the system agrees to the institution's privacy policies and the site'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 symplicity'.

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

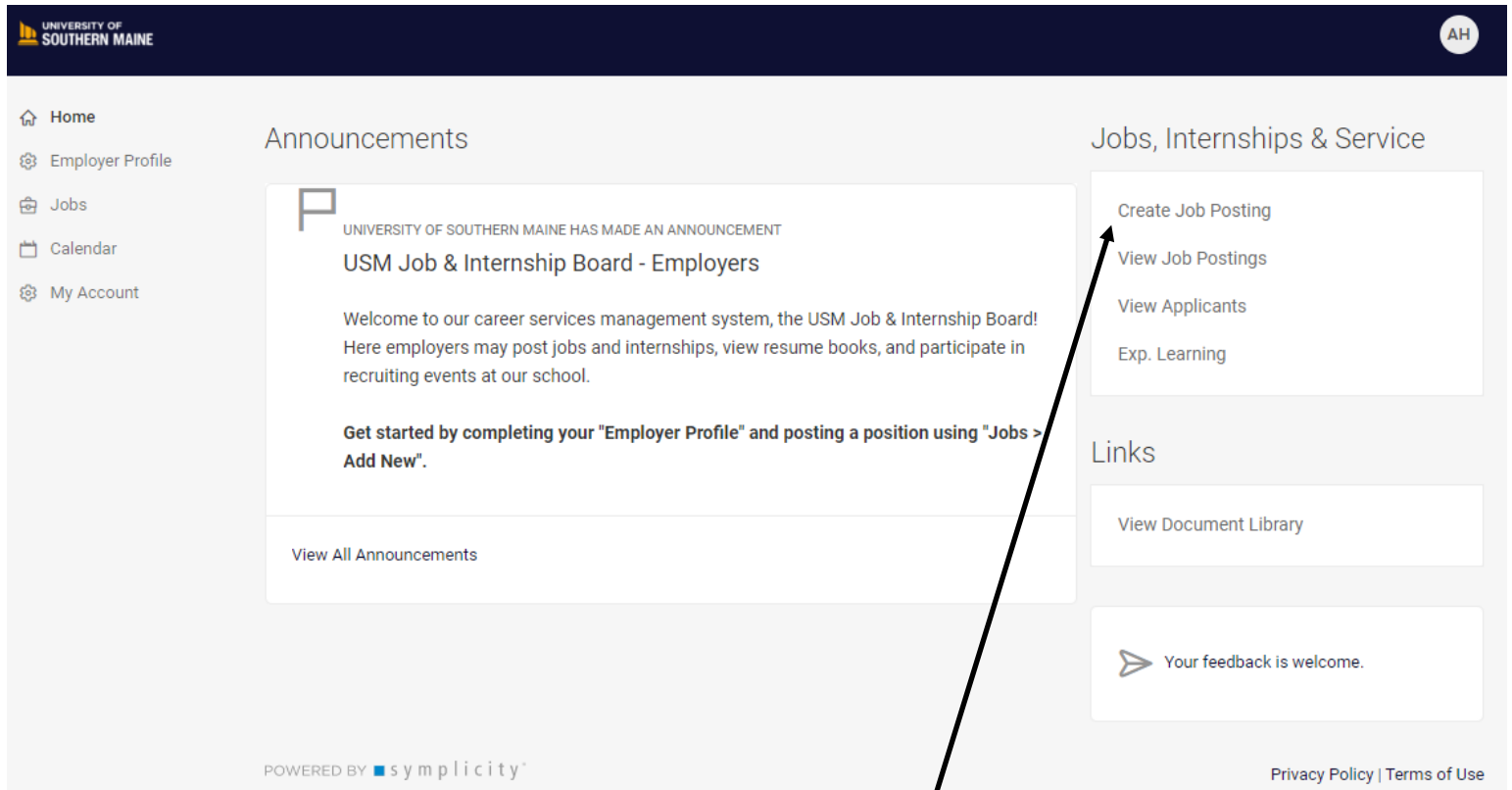
By clicking Sign In, you agree that your use of the system is governed by your institution's privacy policies and our Privacy Policy and Terms

POWERED BY symplicity

Sign Up


Signing up takes just minutes.

### 3. You are now on your HOME PAGE.



### 4. On the top right of the Home Page, locate “Jobs, Internships & Service” and click “Create Job Posting”

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](mailto:usmcareers@maine.edu).