

CareersOnline: Posting an Arts Internship Position

1. Log in to CareersOnline: <https://ubc-csm.symlicity.com/employers/>
2. Please create an account if you don't already have one.

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CareersOnline

software by symlicity™

Log in/Register Forgot my password Register Register And Post Job

You have been logged out.

Log In
Already have an account? Log-in here.

Username
(your email address)

Password

Go Reset [Forgot Password](#)

Register
Don't have an account? Register here.

Register

Register And Post Job

3. On your Home tab, click on "Post a Job" under the Shortcuts heading on the right hand side.

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CareersOnline

Home Personal Profile/Invoices Organization Profile Job Postings Event Registrations/Bookings Experiential Learning

Welcome, Simon Lam. Simon Lam @ Centre for Student Involvement & Careers Log Out

Submit Feedback

Announcements

[Get a job on campus](#)

Work Learn Program

2015 [Work Learn](#) Winter jobs (September 1, 2015 - April 30, 2016) are now posted. There are two posting cycles:
Job posting date #1: Aug 3 - 14, 2015
Job posting date #2: Aug 31 - Sep 11, 2015

With Work Learn, you can earn money while attending classes, gain professional experience, develop your skills and expand your network of connections at UBC. The variety of Work Learn jobs available is enormous and spans all faculties and interests. Plus, the average salary is over \$16 per hour, making it easier to balance work with everything else.

Work Learn opened doors for Tanya (a third-year Science student) and has deeply enriched her university experience. [Read her story.](#)

Get your resume ready and attend a **resume clinic** to get one-on-one feedback on your resume and cover letter. [Registration](#) is required.

ATTEND EVENTS

- [2015 Main Event and Faculty Fair Booth Registration - Register Now](#)
- [Career Days 2015 - Register Now](#)
- [Graduate & Professional Schools Fair 2015 - Register Now](#)

SHORTCUTS

- Post a Job**
- [Update your Company/Organization Profile](#)
- [View Applications](#)
- [Request an Information Session / Interview Room](#)
- [Pay Invoices](#)

4. In the "Job Type" box, select **UBC Arts Internship Program**. The help text will change to purple – this indicates that it's an Arts Internship form.

Job Information

Copy an Existing Job: From the pull down menu, you can copy a job you have previously posted. Archived jobs (posted more than 6 months ago) can be copied by clicking the "Show Archived" button. **Please review and edit your job before reposting.**



Show Archived

Organization Type*:

Job Type*:

- Full Time (30 hrs/wk or more)
- Part Time (29 hrs/wk or less)
- Volunteer
- UBC Vancouver Work Learn Program
- UBC Arts Internship Program
- Co-op – KIN Vancouver Campus (30 hrs/wk or more)



5. Complete all fields on the form. The Job Description, Qualifications, and Student Learning Components fields are particularly important.

6. Click "Submit".

2015-08-31

Expiration Date*: You can post your job for a max of 30 days.
Work Learn Program jobs are generally posted for 14 days.

2015-09-11

Attachment(s): Upload any additional documents you would like student applicants to be able to view (Max. file size: 200 KB).

Application Procedures

Resume Receipt*:
– Select "Email": Resumes will be emailed to you as they are submitted by applicants.
– Select "Save to my CareersOnline account": Resumes will be saved in your account as they are submitted by applicants. You can login and review them online.
 E-mail me and save to my CareersOnline account Save to my CareersOnline account only Other Application Instructions (enter below)

Additional Documents Requested.: Select any additional documents you would like applicants to submit (in addition to resume).
 Cover Letter Unofficial Transcript Writing Sample Class Schedule

Career Services Management System [Privacy Policy](#) | [Terms of Use](#)