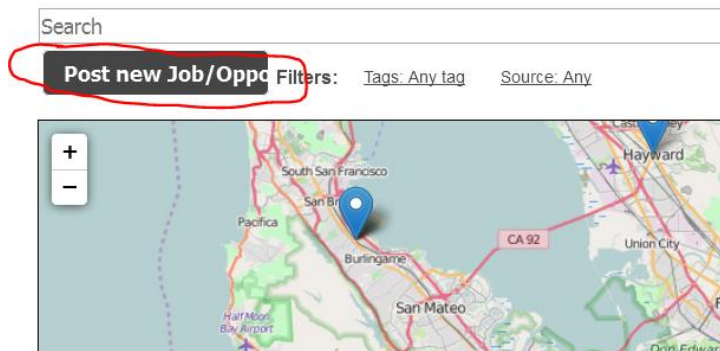


Creating a Job Post

Instructions:

1. Go our jobs page: <http://energyclub.stanford.edu/jobs>
2. Login to your Energyfolks account. See here for detailed instructions or troubleshooting. <http://energyclub.stanford.edu/?p=9429>
3. On the Jobs page, click “Post New Job or Opportunity”

Jobs




4. Follow the prompts to fill out the job form.
5. Some tips:
 - Be sure to include the zip code in Location Address for accurate geolocating
 - The job title will automatically appear in our digest, so make sure that it's descriptive.
 - If you are submitting a position for multiple locations, or multiple job tiye (i.e. full time, part time), create multiple job posts.

Troubleshooting:

1. Job posts are moderated by each network's leadership, and they won't appear on our map until they are approved. Contact energyclubcontacts@lists.stanford.edu for post approval on the Stanford network.
2. Post not showing up on the map? You can check on it under the Your Posts tab at the top of your screen.
 - Check the moderation status
 - Make sure you entered the correct address. The map automatically filters by location.

NadiaL Your Posts + New

- Job post (1)
- Event post (1)



Stanford

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Details	Versions	Edit	Edit Post
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This is your post

Submitted on Monday, March 7, 2016 at 16:42 by you. Last updated on Monday, March 7, 2016 at 16:42 by you.

Moderation Status

- Stanford Energy Club: Not yet approved, awaiting approval

Delete this post

SAMPLE JOB POST

SAMPLE ELMPLOYER

Stanford, CA 94305

Type: One Time

blank

How to Apply

blank

Posted from Stanford Energy Club

