



# Emory Connects How to Post a Micro-Internship

## How to Post a Micro-Internship on Emory Connects

1. Visit [connects.emory.edu](https://connects.emory.edu) and login to your Emory Connects profile.
2. From the homepage, select the right-facing arrow next to “Jobs” on the left panel. Next, select “Post a Job”.

The screenshot displays the Emory Connects user interface. At the top, there is a dark blue header with the Emory Alumni Association logo on the left, and 'USER VIEW' and 'ADMIN VIEW' buttons on the right. Below the header is a large banner featuring the Emory Connects logo and a 'Sync in' button with a numbered list: 1 Settings, 2 Connect, 3 Done!. On the left side, there is a navigation menu with options: Feed, People Directory, Mentoring, Jobs (highlighted in orange), Photos, Groups, and Events. The main content area shows a 'Pinned Post' from 'Emory University Admin' dated March 12, 2019, 10:24 AM, with the text: 'Welcome to the upgraded Emory Connects platform! We hope you like the new site and mobile app. If you haven't already, we encourage you to sync your LinkedIn by selecting settings (the gearwheel icon) on your ...'. To the right of the main content is a 'Recent jobs' section with a 'NEW' badge, listing several job openings: 'McKesson Campus Flyer' (McKesson Corporation), 'Accountant' (Jindal Films Americas LLC), 'Associate Medical Examiner' (Fulton County Medical Examiners' Office), and 'Associate Consultant' (Consient Strategies).

Questions? Contact [studentalumngmt@emory.edu](mailto:studentalumngmt@emory.edu)

3. On the “Post a Job” Page, you must at least include the Company Name and the micro-internship Title in order to have the internship posted. You may include other details such as the “Location,” “Recruiter ID,” “Job Function,” and “Industry”. These details will make it easier for people on Emory Connects to search for the micro-internship on the Emory Connects “Jobs Board” page.

The screenshot shows the 'Post a Job' form with the following fields and values:

- Company \*
- Title \*
- Location
- Employment type (dropdown)
- Recruiter job ID
- Job function (dropdown)
- Industry (dropdown)
- Post date: 06/22/2020
- End date: 09/22/2020

4. It is very important to designate the posting as a micro-internship. This can be done by selecting “Summer Micro-Internship” under “Employment Type”. This ensures that your micro-internship posting can be found by any student that searches on Emory Connects for micro-internships.

The screenshot shows the 'Post a Job' form with the 'Employment type' dropdown menu open. The options are:

- Internship
- Contract
- Temporary
- Volunteer
- Summer Micro-Internship

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5. To further customize your job posting, you can insert a company or job photo from your computer files on the right-side box with the camera.

USER VIEW ADMIN VIEW

Support

### Post a Job

Company \*

Title \*

Location

Employment type Recruiter job ID

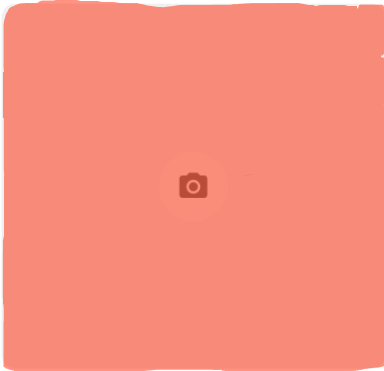
Job function

Industry

Company website (link to the specific job opening below)

Post date 06/22/2020

End date 09/22/2020



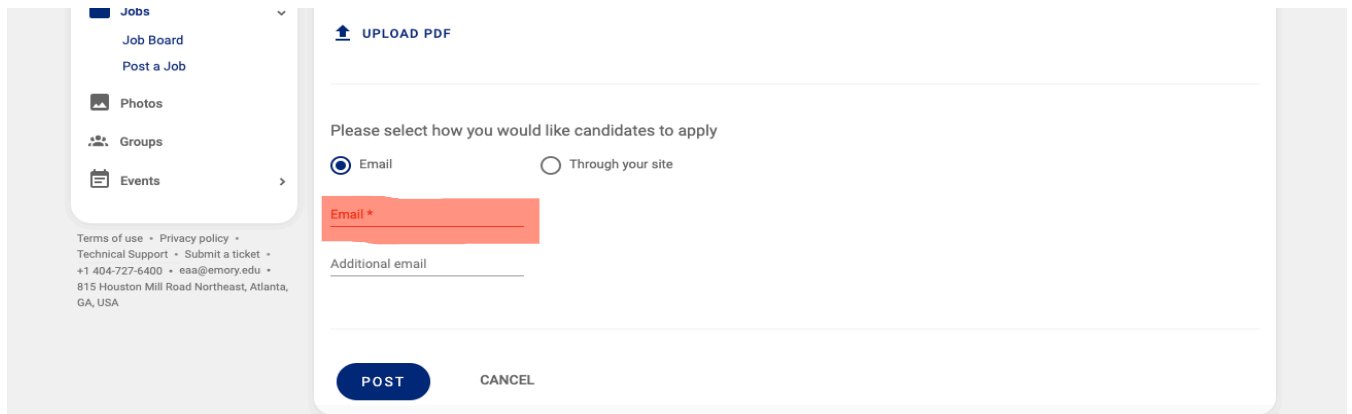
6. In the large text box labeled “Job Description”, you can type in a description for your job (Note the 8000 character limit). Also, you can upload a PDF of your job description at the “Upload PDF” tab under the text box.

- Please include the following in the micro-internship description:
  - Company and/or Department Name
  - Your Contact Information
  - Preferred Start Date (if applicable)
  - Length (in days or weeks) and hours
  - Assignment Details (a brief overview of key responsibilities)
  - Anticipated Outcomes (what skills will a student gain or be able to practice from this work)
- Items to request students to submit:
  - Statement of interest (i.e. short cover letter)
  - Copy of resume
  - List of qualifications

The screenshot shows a web interface for posting a job. On the left is a navigation sidebar with links for Feed, People Directory, Mentoring, Jobs (with sub-links for Job Board and Post a Job), Photos, Groups, and Events. Below the sidebar are links for Terms of use, Privacy policy, Technical Support, Submit a ticket, and contact information for Emory University. The main area is titled "Job description" and features a rich text editor with a toolbar containing options for Paragraph, font style (sans-serif), font size (16px), bold, italic, underline, text color, background color, undo, redo, bulleted list, numbered list, link, unlink, and table. Below the editor is a large text input area with a "Max 8000 characters" label at the bottom right. At the bottom left of the main area is an "UPLOAD PDF" button with an upward arrow icon.

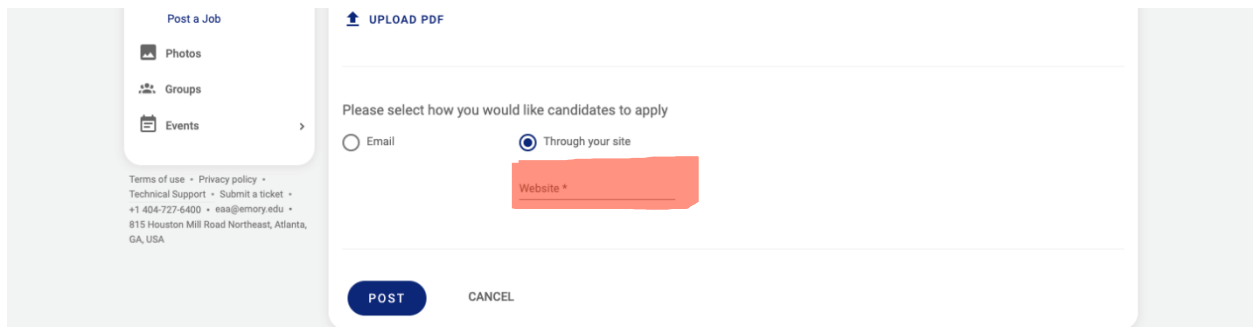
**7. Please reference the screenshots below to include the application submission method.**

**If you would like the students to submit their application via email:**



The screenshot shows a web interface for posting a job. On the left is a navigation menu with options: Jobs (selected), Job Board, Post a Job, Photos, Groups, and Events. Below the menu is contact information for Emory University. The main content area is titled 'UPLOAD PDF' and contains the text 'Please select how you would like candidates to apply'. There are two radio button options: 'Email' (which is selected) and 'Through your site'. Below these options is a red-bordered input field labeled 'Email \*'. Underneath that is an 'Additional email' input field. At the bottom of the form are two buttons: 'POST' and 'CANCEL'.

**If you would like the students to submit their application via a website link:**



The screenshot shows the same web interface as above, but with the 'Through your site' radio button selected. The 'Email \*' field is now obscured by a red box. A new red-bordered input field labeled 'Website \*' is visible. The 'POST' and 'CANCEL' buttons remain at the bottom.

**8. Congratulations, you have successfully posted a micro-internship!!**