Posting an Internship on the SSP Job Board

A note about accounts - To post jobs, you must be registered as an employer. To register or convert your account, please call (866) 842-7842 or contact the SSP Career Center. You will need to create a separate job seeker account if you wish to sign up for job alerts or save or apply for job postings.

1. Click Jobs from the Careers drop-down menu. This will take you to our Job Board.

2. Click Post a job in the upper right corner of the Job Board landing page.
3. Indicate if your organization is a member or non-member then click **Buy** under the internship product on the far right side.
4. You will be prompted to log in before you can continue. If you have an existing SSP online account (for membership/event registrations), please use your existing SSP username and password to access the Career Center. Your SSP account will need to be registered as an Employer account to continue. If you do not have one or are unsure, please contact (866) 842-7842 or the SSP Career Center.
5. Once you are logged in, you will be able to view your order. Click **Proceed To Checkout** to complete your internship posting.

![Order Page](image)

<table>
<thead>
<tr>
<th>Product</th>
<th>QTY</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internship</td>
<td>1</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Sub Total $0.00

Total $0.00

Payment Method: Credit Card

Click **Proceed To Checkout**

The transaction will be listed in your credit card statements as "ASSOC CAREER WEBSITE"
6. From the next page, you can create your internship and publish it to the board when you are ready.
You can manage your posting at any time by clicking Manage Jobs from the menu bar at the top of the page.

If you have any problems with the Job Board, please contact our board administrator at (866) 842-7842 or click [here](#) to send an email.

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