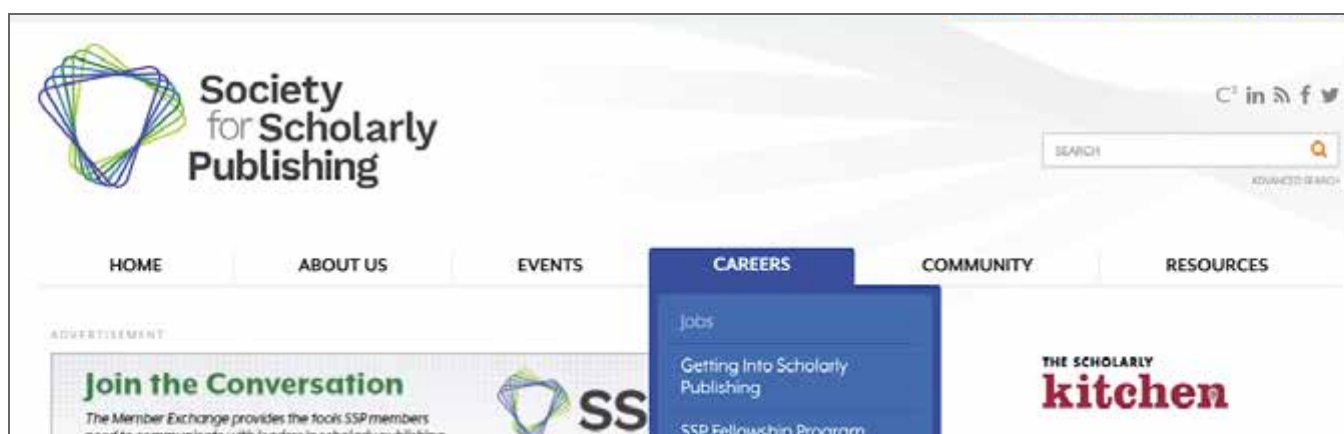


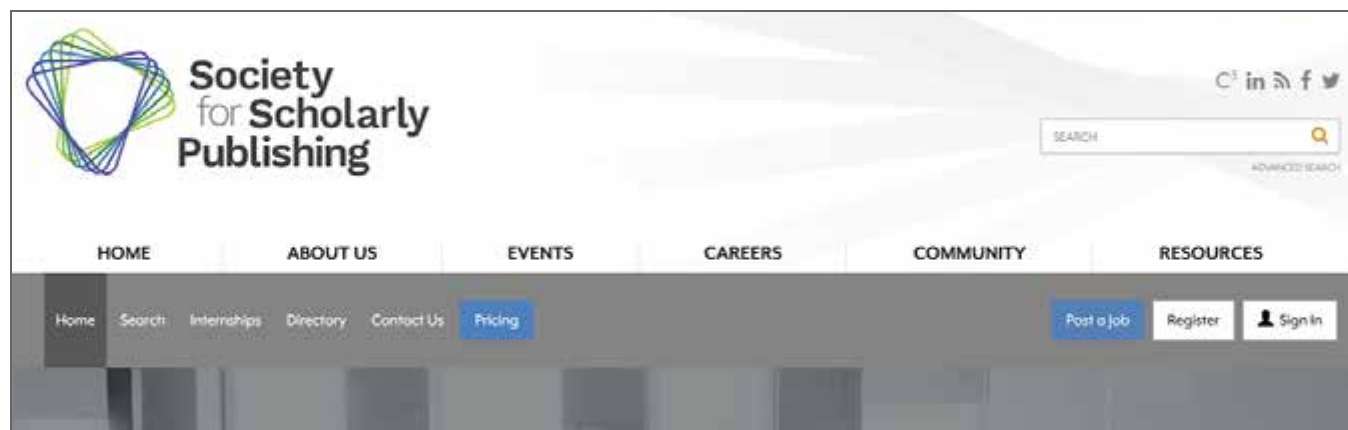
Posting an Internship on the SSP Job Board

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.



- Indicate if your organization is a member or non-member then click **Buy** under the internship product on the far right side.



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Pricing

Have questions? Call us at (866) 842-7842 or [Contact Us](#).

In order to post your jobs, you must first select a package below.

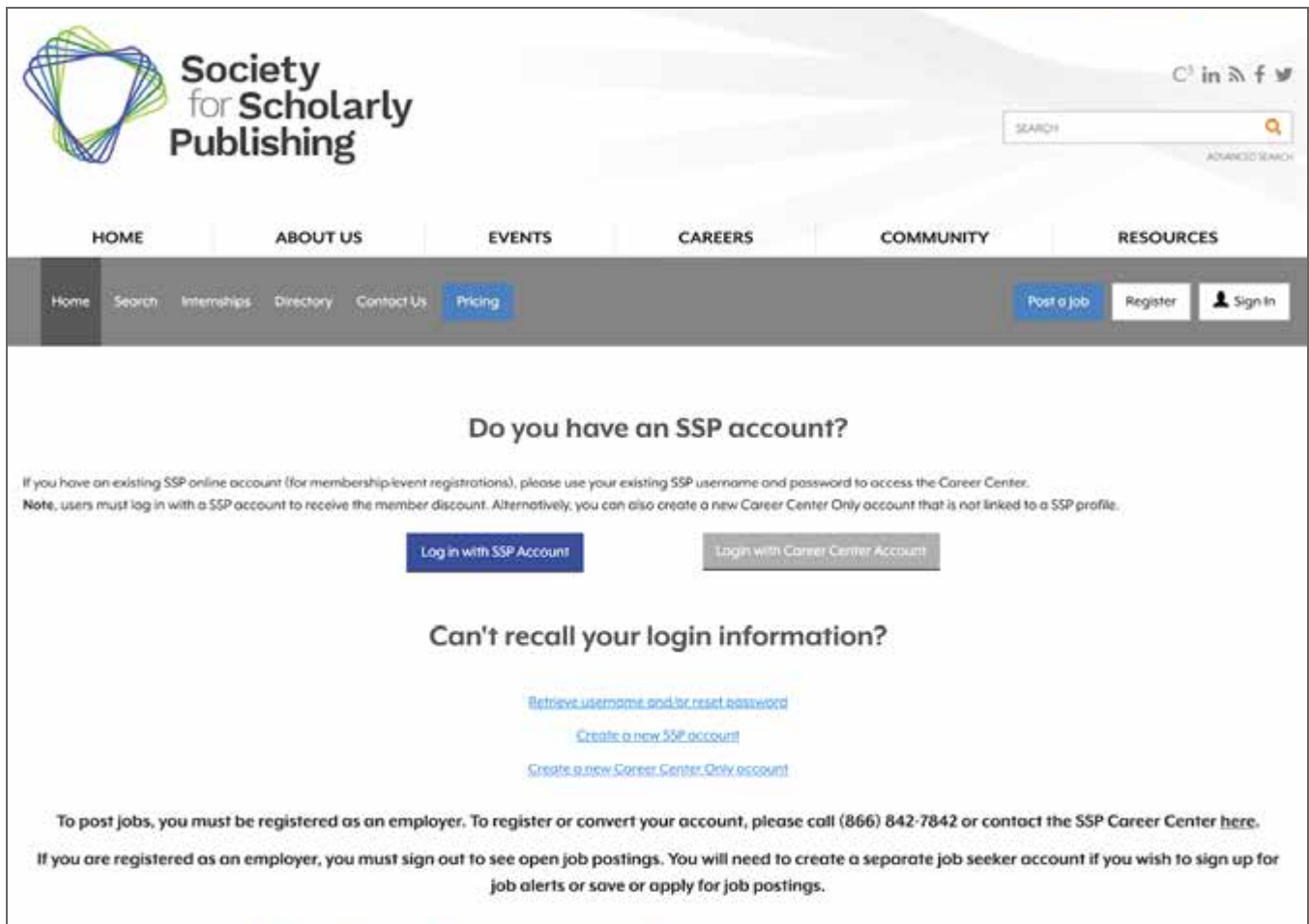
Member

Non Member

Choose Your Plan


	PREMIUM [?]	ENHANCED [?]	BASIC [?]	INTERNSHIP [?]
	\$449	\$279	\$149	\$0
Quantity	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>
	Buy	Buy	Buy	Buy
Employer Profile - Set up a profile for your company with your logo, contact information, website, video and social media pages	✓	✓	✓	✓

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](#).*



The screenshot shows the Society for Scholarly Publishing Career Center login page. At the top left is the Society for Scholarly Publishing logo. To the right is a search bar with a magnifying glass icon and the text "SEARCH" and "ADVANCED SEARCH". Below the logo is a navigation menu with links: HOME, ABOUT US, EVENTS, CAREERS, COMMUNITY, and RESOURCES. Below the navigation menu is a secondary menu with links: Home, Search, Internships, Directory, Contact Us, Pricing, Post a Job, Register, and Sign In. The main content area has a heading "Do you have an SSP account?" followed by a paragraph: "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. Note, users must log in with a SSP account to receive the member discount. Alternatively, you can also create a new Career Center Only account that is not linked to a SSP profile." Below this paragraph are two buttons: "Log in with SSP Account" and "Login with Career Center Account". Below the buttons is a heading "Can't recall your login information?" followed by three links: "Retrieve username and/or reset password", "Create a new SSP account", and "Create a new Career Center Only account". At the bottom, there is a paragraph: "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 here." and another paragraph: "If you are registered as an employer, you must sign out to see open job postings. 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."

Society for Scholarly Publishing

SEARCH  ADVANCED SEARCH

HOME ABOUT US EVENTS CAREERS COMMUNITY RESOURCES

Home Search Internships Directory Contact Us Pricing Post a Job Register Sign In

Do you have an SSP account?

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.
Note, users must log in with a SSP account to receive the member discount. Alternatively, you can also create a new Career Center Only account that is not linked to a SSP profile.

[Log in with SSP Account](#) [Login with Career Center Account](#)


Can't recall your login information?

[Retrieve username and/or reset password](#)
[Create a new SSP account](#)
[Create a new Career Center Only account](#)

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 [here](#).


If you are registered as an employer, you must sign out to see open job postings. 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.

- Once you are logged in, you will be able to view your order. Click **Proceed To Checkout** to complete your internship posting.



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SEARCH 

ADVANCED SEARCH

HOMEABOUT USEVENTSCAREERSCOMMUNITYRESOURCES

My AccountManage JobsApplicantsCareer ResourcesPricingPost a Job

Product	QTY	Price
 Internship	<input type="text" value="1"/>	\$0.00
Sub Total		\$0.00
Have a promo code? Click here		
Total		\$0.00
Payment Method	<div>Credit Card</div>	
<div>Proceed To Checkout</div>		
The transaction will be listed in your credit card statements as "ASSOC CAREER WEBSITE"		


- From the next page, you can create your internship and publish it to the board when you are ready.

JOB INFORMATION

Job Title*

Post Job On

12/17/2019



Country*

United States

State*

Select State

City*

Zip Code*

Job Category*


Job Description*


Paste your job description text below! Then, format the text as you want it to appear to applicants.


B


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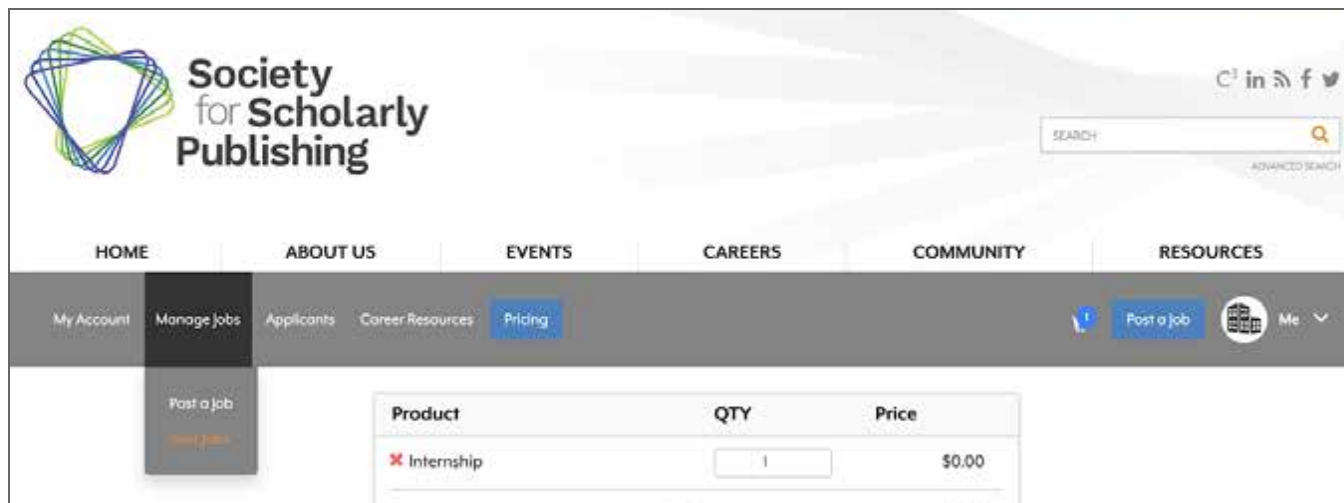


Min. Education

Min. Experience

updated 03-20-20

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.