Tutorial for Posting on MLC Jobs Blog

http://blogs.mlc-wels.edu/studentjobs

Click on "**Submit a Job**"

Enter a **Job Title**

Job Location--Enter the location (i.e. city, state) of the job site. You may consider entering the physical address in this field. As a result, a map will appear pinpointing your location when students click on the link. This is particularly helpful for those job-seekers who are unfamiliar with the New Ulm area. If your job is on-campus, select "Martin Luther College New Ulm, MN"

Job Type-open the drop down box and choose from the list

Job Category-open the drop down box and choose from the list

Description-enter as much information as you can. Please include information such as hours, qualifications, duties required, pay, how to apply, contact information, etc.

Application–this feature is for employers/job providers who require applicants to contact them via email, or use an on line application to apply. Web site ULR's should include 'http://' in the address. Students who click on the "Apply for Job" button will be transported directly to the email screen or the web site's application page.

Company Name-private users: select the Private Party option from the drop down list.

Click on **Preview job listing**-please check carefully for errors. Use the *Edit listing* button to make changes. Once the ad is submitted you will not be able to edit. Contact the web blog moderator for assistance.

Click on **Publish**

It may take up to one business day before your posting reaches approved status and is published. Contact the web blog moderator, Lynnda Kalk if you have any questions. kalkls@mlc-wels.edu