

Register and Post an Opportunity

How to Register:

1. Go to Careers Online: <https://ubc-csm.symphlicity.com/employers>
2. Select Sign up to Register your Community Organization
3. Fill out the form with your organization and contact information
4. Once submitted, please wait 1-2 business days for your organizational profile to be approved.
5. Once approved, you will receive an e-mail from csic.careersonline@ubc.ca.
6. The e-mail will ask you to click a link to change your password. Please change your password. We recommend that you chose a password both you, and your organization will remember.
7. If you do not receive an e-mail, please look in your junk e-mail folder. If you still have not received your e-mail, please contact us at csic.careersonline@ubc.ca
8. Enter your new password and click Save

How to Post an Opportunity:

1. Using the information you used to register, Login to Careers Online here: <https://ubc-csm.symphlicity.com/employers>
2. On the right side of your browser, there is a Shortcuts box
3. Click the top link to Post an Opportunity
4. Complete the volunteer opportunity form:
 - a. Please ensure you select Volunteer for Position Type
 - b. You must (at minimum) provide the following information:
 - i. Position Description
 - ii. Desired Volunteer Times
 - iii. Number of Openings
 - iv. Employer Email
 - v. Posting & Expiration Date (Maximum 6 months)
 - vi. Location
5. Please allow 1-2 business days for your posting to be approved
6. To make any changes to your posting, click on the **Job Postings** Tab and then click into the position title in the list below
7. For tips on creating opportunities that attract students, check out our [volunteer guide](#).
8. For frequently asked questions, [click here](#).

Sign up and Post

FAQ

Posting Guide

Post Opportunity

