

Welcome to the Loyalist College myCareer Portal.

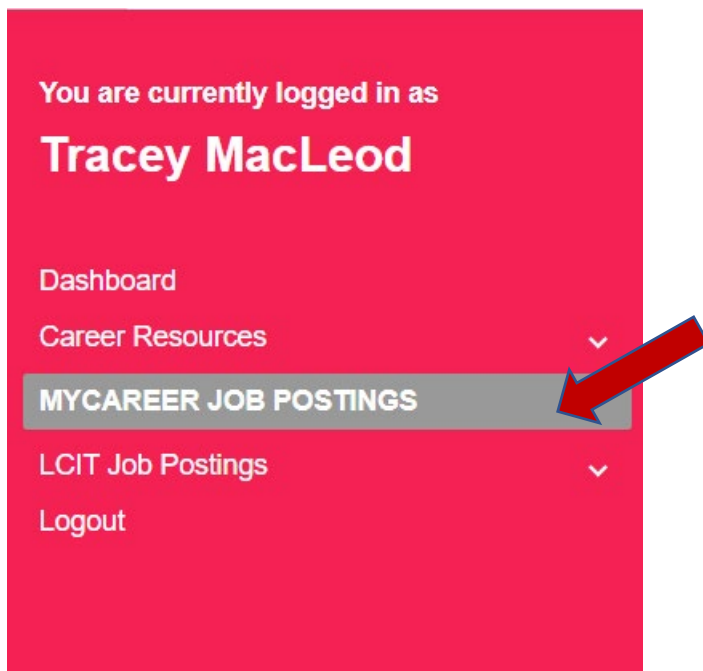
To create an account please go to: <https://loyalistcareercentre.ca/register/employer.htm>

After your account has been approved - you will log in here:

<https://loyalistcareercentre.ca/employer.htm>

Follow these steps to post a position:

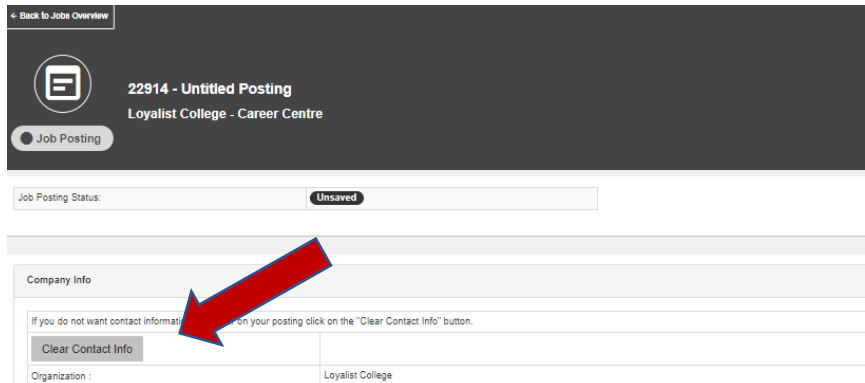
If you are posting a position for students from the Belleville and Port Hope Campuses and it is related to programs, click on **MYCAREER JOB POSTINGS**. If you are working with Loyalist College in Toronto, please click on LCIT Job Postings.



From the myCareer Job Postings page, click on the **Post a Job** tab.

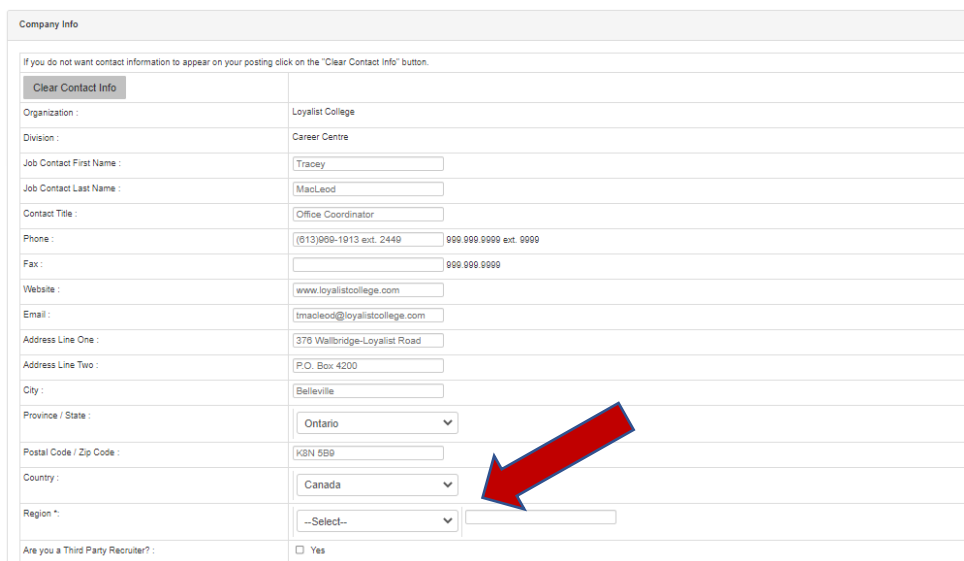


When you post a position, you have the option to hide the contact information for your organization. Your organization name will still be shown, but your phone number/address/email etc. will not be. If you wish to leave this information off your posting, click on **Clear Contact Info**.



The screenshot shows the 'Job Posting' form for '22914 - Untitled Posting' at 'Loyalist College - Career Centre'. The 'Job Posting Status' is 'Unsaved'. In the 'Company Info' section, there is a button labeled 'Clear Contact Info' with a red arrow pointing to it. Below the button, the 'Organization' is listed as 'Loyalist College'.


Be sure to include your organization region by selecting the closest region to you in the drop-down list.




The screenshot shows the 'Company Info' form with various fields filled out. A red arrow points to the 'Region' dropdown menu, which is currently set to '--Select--'. The fields include: Organization (Loyalist College), Division (Career Centre), Job Contact First Name (Tracey), Job Contact Last Name (MacLeod), Contact Title (Office Coordinator), Phone (813-959-1913 ext. 2440), Fax (999-999-9999 ext. 9999), Website (www.loyalistcollege.com), Email (tmacleod@loyalistcollege.com), Address Line One (379 Wallbridge-Loyalist Road), Address Line Two (P.O. Box 4200), City (Belleville), Province / State (Ontario), Postal Code / Zip Code (K8N 5B9), Country (Canada), and Region (*). The 'Are you a Third Party Recruiter?' checkbox is unchecked.



Your next step will be to select the type of position you are posting. We consider Entry-Level to be any position requiring less than 2 years of experience. Contract/Casual would be a position that has a planned term time (example: a maternity leave coverage)

Be sure to list your location.

Job Posting Information	
Position Type *:	<input type="radio"/> Contract/Casual <input type="radio"/> Entry Level Part-Time <input type="radio"/> Intermediate Part-Time <input type="radio"/> Entry Level Full-Time <input type="radio"/> Intermediate Full-Time <input type="radio"/> Summer Employment <input type="radio"/> On-campus Part-Time <input type="radio"/> On-campus Summer <input type="radio"/> Unpaid Placement <input type="radio"/> Paid Placement <input type="radio"/> Volunteer <input type="radio"/> Experiential Learning Placement
Job Title *:	<input type="text"/>
Job Location *:	<input type="text"/>
Employment Category *:	--Select-- 



Add the details of the position. Be sure to include information on specific qualifications or certificates applicants require.

Job Description *:	<div>  </div> <div></div> <div>MAX CHARS: 10000 CHARS REMAINING: 10000</div>
Job Requirements *:	<div>  </div> <div></div> <div>MAX CHARS: 10000 CHARS REMAINING: 10000</div>

Your next step will be to select the targeted program areas. First select a Cluster. When you select a Cluster, a grouping of related programs will appear in the lower box (Your Program Selections). If there are programs in that box you wish to remove, simply highlight them, and select remove.

Targeted Program Clusters *	Access All Programs Biosciences Building Sciences Business Community Service Health & Wellness Media Studies Post Graduate Public Safety Skilled Trades Toronto Campus	Add Remove	Your Cluster Selections
	Loyalist-Toronto Campus Cloud Computing (M06S) Computer Software and Database Development (M11J) Computer Software and Database Development (M11M) Computer Software and Database Development (M11S) Computer Systems Technician (P00J) Computer Systems Technician (P00M) Computer Systems Technician (P00S) Cyber Security (M04J) Cyber Security (M04M) Cyber Security (M04S) Global Business Management (M02J) Global Business Management (M02M) Global Business Management (M02S) Global Project Management (M09J) Global Project Management (M09M) Global Project Management (M09S) Hospitality Management - Canadian Hotel and Resorts (M08J) Hospitality Management - Canadian Hotel and Resorts (M08M)	Add Remove	Your Program Selections
Salary :			


Be as specific as possible with application requirements. If there is a website to fill out an application, you can add that in. If you have additional information, it can go in the text box.

Application Information	
Application Deadline:*	05/05/2022 11:59 PM
Application Procedure *	--Select--
If by email, send to :	
If by Website, go to :	
If by Fax, send to :	
If by Telephone, call :	
Application Material Required :	Cover Letter <input type="checkbox"/> Resumé <input type="checkbox"/> Transcript <input type="checkbox"/> Other <input type="checkbox"/>
Additional Application Information :	<div> </div> <div> <p>MAX CHARS: 10000 CHARS REMAINING: 10000</p> </div>

We encourage you to upload your company logo, this helps students and alumni connect to your brand.

Company Logo

An optional *Company Logo* image can be included with this job posting. This *Company Logo* will appear in the job posting's details page that students see when searching for jobs. If this is to be a featured job posting, then this *Company Logo* will also appear with the posting in the *Student Dashboard*.



Upload New Image

NOTE: Please ensure the colour mode of the image is RGB and not CMYK. *Supported Formats: GIF, JPG, JPEG, PNG, or SVG*

Submit Posting for Approval

Preview Posting

Delete Posting

Once you submit your posting, our team will review and approve it. You will receive notification once your job has been approved.

If you have any issues throughout this process, you can contact careers@loyalistcollege.com or call 613-969-1913 ext. 2449