



## ACCC Job Board

### Instructions for posting an open position:

1. To get started, click **Post A Job** at the top of the job board page.
2. Login on the ACCC website as a Fellow to access the Job Board.  
If you are a Fellow, or returning submitter, enter your email and click **Next**.  
If you are a law firm admin or student who hasn't previously registered on the ACCC website, click **Continue as guest**.
3. In the **Job Post Details** area, enter the details for your job posting. As you begin to key in your employer information and address, the job board will help by auto-filling to make the job posting process easier.  
*Note: Auto-fill pulls from Google. To overwrite the auto-filled info with your own address, just continue to type in the address you would like for your posting.*  
Once you've filled in the details of your posting, click Preview to view how your job will display once it is posted.
4. In the **Post Duration** area, select the length of time your position should be displayed on the job board. **NOTE:** *The position listing will automatically drop from the board after the time you selected has passed.*
5. To complete your job posting, press **Post Job**. Once your submission has been completed, you'll receive a confirmation email and your job posting will go live on the job board immediately.



## ACCC Job Board

### Instructions for posting resumes:

Law Students can upload their Resume under **Job Seekers > Add or Edit a Resume**.

1. Create a **Non-Member** user profile on the **Job Seeker Login** page. Click on **Create an account**, then enter your name, email address and a password. Take note of your log in credentials in case you need to return to your listing. Acknowledge your account works only on this job board and click **Create Account**. Confirm your account to proceed and log in with your new credentials.
2. Once have logged in, you will be able to **Add or Edit a Resume** under **Job Seekers**, and create a **Resume Profile**, upload your resume, preview the resume, and save and publish your profile. Once Published, ACCC Fellows with an active listing will be able to view your Resume Profile.

**Note:** ACCC Fellows can view all resumes when they have an active job posting. When all your active job posts expire, you will no longer be able to view resumes. Resumes can be accessed on the Resume Bank under **Employers > Resumes**. After login, those with an active job post can navigate through and view all published Resumes in the bank.

(To view resumes without an active job post, create a temporary "Test" post. After viewing resumes, select **Manage Posts** under the **Manage** option at the top right corner of the Job Board. **Unpublish** your temporary post in the drop-down arrow where your post is listed.)

*If you have questions or need assistance, please send your post to [info@americancollegecoverage.org](mailto:info@americancollegecoverage.org).*