

# Post a Job Online

Step 1: login to your account on [interpore.org](http://interpore.org). Then from your profile section choose **Submit a Job Opening**

## Account

|                          |
|--------------------------|
| Member Benefits          |
| Institutional Membership |
| Membership Fees          |
| My Profile               |
| Springer discount        |
| Galleries                |
| Online Courses           |
| Event Registration       |
| Submit A Job Opening     |
| Submit Wikipore Article  |
| Submit Wikipore Software |

### LOGIN below to access your membership account

To create a new account, click on **Login** below.

|                               |                              |                          |                        |
|-------------------------------|------------------------------|--------------------------|------------------------|
| <a href="#">Subscriptions</a> | <a href="#">Edit Profile</a> | <a href="#">Payments</a> | <a href="#">Logout</a> |
|-------------------------------|------------------------------|--------------------------|------------------------|

|                   |  |
|-------------------|--|
| Subscription Plan | Organizational Bundle of 30  |
| Status            | Active   |
| Members           | 0 out of 30 ( <a href="#">Manage group</a> )                           |
| Start Date        | August 6, 2020   |
| Expiration Date   | August 6, 2021   |
| Actions           | <a href="#">Upgrade</a> <a href="#">Cancel</a> <a href="#">Abandon</a> |

Step 2: Fill out the Job Form with the information of your Job Opening

## Membership

|                          |
|--------------------------|
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## Instructions

When posting a job offer, please start with a short overview giving the following information:

- Employer and Position
- job location
- Starting date
- Contact details

Start a new paragraph before placing the full job advertisement.

Also don't forget to set an expiring date at the Finish Publishing field.

Title \*

Alias

More information

Submit

Step 3: Our Admin-Team will receive a notification about your Job Opening. Afterwards our Admin-Team will check if everything is within order and after approval put your Job Opening online

Step 4: You can now find your Job Opening online on our dedicated Career page. <https://www.interpore.org/careers/>

The screenshot shows the InterPore website's 'Careers' page. At the top, there is a navigation bar with the InterPore logo and links for 'EVENTS', 'NEWS', 'HONORS & AWARDS', 'ACADEMY', 'FOUNDATION', 'COMMUNITY', and 'ABOUT'. A search icon is also present. Below the navigation bar, a dropdown menu is open under 'NEWS', listing 'Society News', 'Community News', 'Research News', 'Careers' (highlighted), and 'E-Newsletters Archive'. The main content area is divided into two columns. The left column is titled 'News' and contains a list of categories: 'Society News', 'Community News', 'Research News', 'Careers' (highlighted), and 'E-Newsletters Archive'. The right column is titled 'Career' and contains a paragraph: 'InterPore offers its members the possibility to post job openings. To maintain easy readability and uniformity for the page visitors, please follow the outline instructions, after you have logged in as a member.' Below this, there is a section titled 'Latest Careers' with two entries: 'Fully-Funded MS/PhD Positions at The University of Utah' and 'CNRS post-Doctoral Researcher in transport in porous media'. Each entry has a 'Read more' link with a right-pointing arrow icon.