How to Create a Job Posting in MySpartanCareer

1. Click on the Jobs Tab, and then select Add New.

2. Select **Post to This School Only** to share your opportunity with MSU students free of charge.

3. Click **Yes** under Automatic Application Packet Generation.

4. Fill out all the necessary/required fields and click **Submit**.

_The Center will approve your posting in 1-2 business days._

_The position will be active for 28 days unless otherwise indicated._