

How to Post a Winter Term Internship at Oberlin

Questions? Contact Career Services: 440-775-8060, internships@oberlin.edu, www.oberlin.edu/career

The Office of Career Services is pleased to announce that internship sites may now post their own Winter Term internships directly to our online database, ObieOpps. We think you will be pleased with this change, as you will be able to make edits to your posting after it is submitted and manage your applications online, simplifying the application process. In addition, you will be able to re-post the same description or a similar one in future years, or use your description to quickly and easily post summer internships as well. Career Services staff will be available to help if you have questions or need assistance with this new system.

If You Offered a Winter Term Internship in 2009 or 2010

1. Point your browser to http://www.oberlin.edu/career/alumni/alum_wt_intern_about.html to review the details for Winter Term 2011. When you are ready, click on the "Post Internship" tab.
2. If you or your organization offered an internship during Winter Term 2009 or 2010, you already have an ObieOpps account. Log in using the username and password provided by Career Services.
3. Once you have logged in, click in the "Profile" tab (if present) and make sure that your organization's information is up to date. The "Overview" is most important; many organizations leave the other fields empty. If you don't see a "Profile" tab and would like to view/update your organization's profile, contact Career Services and we'll set you up with access.
4. Click on the "Jobs" tab, and select **Add New** under "Job Postings (non-OCR)."
5. Complete the form as appropriate for your Winter Term internship. Be sure to include the following:
 - If you want to re-post a description from a prior year, click on "Show Archived" and select the position from the "Copy Existing" drop-down box that will appear. Be sure to edit the prior title and description.
 - Under "Position Type," select **Winter Term**.
 - For "Title," use the formula "Winter Term _____ Intern."
 - Provide as much detail as possible in the "Description."
 - For "Resume Receipt," choose **Accumulate Online**.
 - For "Posting Date," choose **October 7, 2011**.
 - For "Expiration Date," choose **November 7, 2011**.
 - For "Automatic Application Packet Generation," choose **Yes**.
6. Click on the "Submit" button.
7. Career Services staff will review your posting to be sure everything is correct, and you will receive an automatically generated email when your posting has been reviewed and approved.
8. If you have any questions or problems, please call or email us. We will be happy to help: 440.775.8060 or internships@oberlin.edu.

If This is Your First Winter Term Internship

1. Point your browser to http://www.oberlin.edu/career/alumni/alum_wt_intern_about.html to review the details for Winter Term 2011. When you are ready, click on the "Post Internship" tab.
2. If you will be offering a Winter Term internship for the first time in 2011, click on the button "Request Account and Post a Job/Internship at Oberlin Only."
9. Complete the form as appropriate for your Winter Term internship. Be sure to include the following:
 - For "Services Requested," select **Job Postings** and **Profile**.*
 - Under "Position Type," select **Winter Term**.
 - For "Title," use the formula "Winter Term _____ Intern."
 - Provide as much detail as possible in the "Description."
 - For "Resume Receipt," choose **Accumulate Online**.
 - For "Posting Date," choose **October 7, 2011**.
 - For "Expiration Date," choose **November 7, 2011**.
 - For "Automatic Application Packet Generation," choose **Yes**.
3. Click on the "Done" button.
4. Career Services staff will review your posting to be sure everything is correct, and you will receive an automatically generated email when your posting has been reviewed and approved.

5. If you have any questions or problems, please call or email us. We will be happy to help: 440.775.8060 or internships@oberlin.edu.

* You will also see options for On-Campus Recruiting or Information Sessions. If you are interested in the possibility of on-campus recruiting or hosting information sessions on campus in the future, you may choose these options as well.