How to post a job or opportunity

1 Navigate to the Jobs and opportunities page or click the Opportunity tab on your live feed to share an opportunity with the alumni community.

2 There are various types of opportunity to select. Choose the one that is most appropriate to you. You can also add a company logo.

3 Fill out the first section with the following information:

Location – where the opportunity is based
Start date – when the opportunity starts
Expiration date – when the advert expires

4 The next section includes all details of the opportunity. Ensure that you give as much detail as possible.

5 You can add an attachment here – a role description or extra information.

6 You can enter an external URL here – to the company page or a role description. Add in your email so people can contact you about the opportunity.

7 Once you are happy with the page, you can publish. Ensure to reply to interested parties and remove the opportunity if you fill it.