Employers can share **job, internship, and volunteer opportunities** with Alverno College students and alumnae by posting them on **Alverno Connects** (formerly known as Alverno LINKS), an online job board exclusive to Alverno College.

**STEP 1: Log onto Alverno Connects: www.myinterface.com/alverno/employer**

**NEW USERS:** If you do not have an Alverno Connects account, you must register for one, first.

- Select the **Click here to register** link.
- Search for your Organization and select it; if you can’t find it, click on **Can’t Find Your Organization**.
- Complete all sections. Required fields are marked with an asterisk (*).
- Click on the **Register** button.
- **NOTE:** Your account will be in pending status, until an administrator reviews it. If your registration is approved, you will receive an email notification. If you do not receive your email notification within **48 hours**, please contact the Career & Professional Development Center at (414) 382-6010.

**EXISTING USERS:** Log into the system using your chosen Username and Password.

*If you forgot your password, click the “Forgot Your Password” link and a temporary password will be emailed to you.*

Update your Profile, as necessary:
- Select the **My Profile** tab.
- Each section will have an [Edit] link. Click on this link to edit fields within the section.
- Carefully go through each section and update any necessary fields, making sure to click **SAVE**.

**STEP 2: Create a New Job, Internship or Volunteer Posting**

- Click on the **My Jobs** tab and select **New Job**.
- Enter the position information. Required fields are marked with an asterisk (*).
- Click **SAVE** to update the information.
- **NOTE:** All postings will be reviewed by the Career & Professional Development Center before they are activated. We reserve the right to decline any postings that do not comply with Alverno’s recruitment policy.

**STEP 3: Edit or Renew Current Postings**

- Click on the **My Jobs** tab and select **Job List**. Click on the posting you wish to edit.
- To make changes to any sections, click on the [Edit] link, make your changes, and then **SAVE**.
- If you wish to extend the posting date for a position that has already expired, you will need to click into the posting, select **COPY JOB** in the left index, and update the posting date.

**STEP 4: Search Student Resumes (Optional)**

- Click on the **Student Search** tab.
- Choose you criteria (major, expected graduation year, job preference, etc.) and click on **SEARCH**.
- Once your search is complete, you may view, sort, or create a resume packet to receive via email.

**FOR FURTHER ASSISTANCE, PLEASE CONTACT:**
Career & Professional Development Center (414) 382-6013