

Posting Internship Positions in RMA's Career Center

As an Employer, you can post internship positions available at your institution. Please follow these steps to post an internship:

1. Go to <http://www.rmahq.org/career-center>
2. Click the *Post Internships* button.
3. Choose the *Single 30 Day Internship Listing* or *Unlimited Three Month Internship Posting Package* by clicking on the green *FREE* button next to your choice. This will take you to a Sign in screen.
4. If you have an account and sign in skip to step 10. If you don't have an account, click on the "New Users Sign Up" link.
5. Fill out the Employer Registration form. Fields with an asterisk are required. Please note, you will be required to fill in your membership number. If you do not know your membership number, please contact RMA Customer Care at 1-800-677-7621. You may use either your individual membership number or your institution membership number.
6. You will be taken to a screen requiring billing information. Posting an internship is free. There is an option to skip this screen.
7. The message you will see upon completion of the form reads:
Registration complete!
We will send a welcome email to youremail@yourdomain.com. To ensure delivery, please add "system@jobcontrolcenter.com" to your email accept list. The subject of the email reads, "*RMA Career Center*".
8. Click Continue or Previous Screen.
9. You will be taken to a process order screen. Choose: Process Order.
10. You will be taken to a Thank You screen. Choose: Back to Account Overview.
11. To post the internship choose: *Post a Job* or *Post Jobs*
12. Fill out the form. Fields with an asterisk are required.
13. For the Level, please select the *Internship* radio button, to ensure that your posting is free.
14. Click the Save and Preview button to see the Internship post as a user would. Make any modifications as needed.
15. Next you will be prompted to Proceed to Checkout. Select the Internship package that you chose in step 3 above. Click Continue.
16. Review your order, then click Continue to Payment.
17. Complete the order by clicking the Process Order button.
18. You will be taken to a Thank You page where you can click Back to Account, Post Another Job, or View Posting.



19. You will receive a receipt from The RMA Career Center—System@Jobcontrolcenter.com—showing the package you've chosen.
20. Your Internship position will be posted and available for applications.