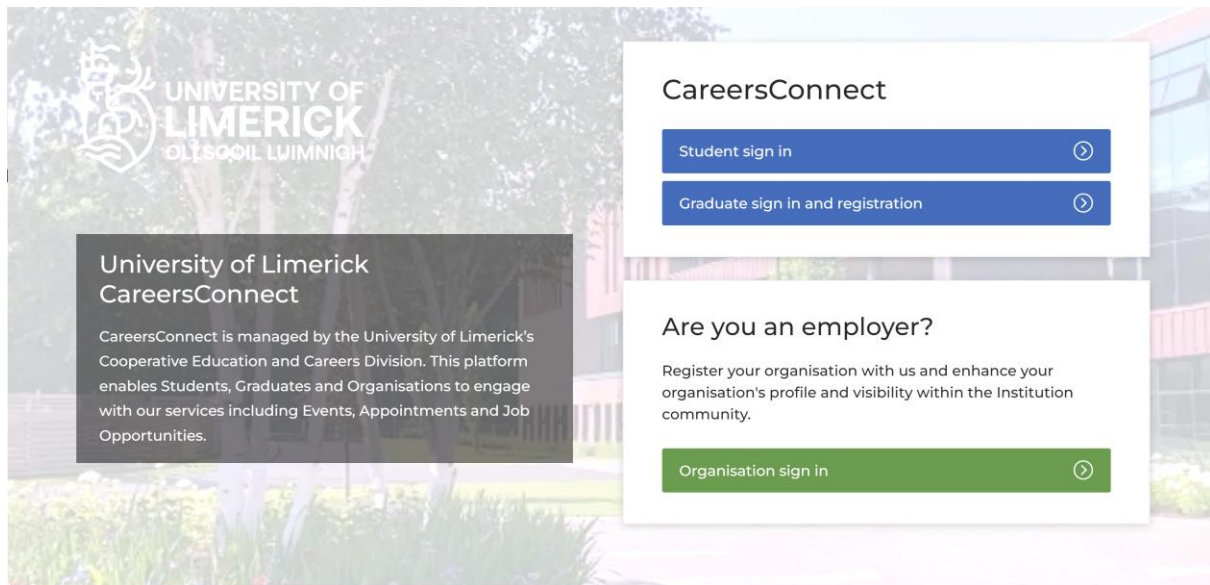
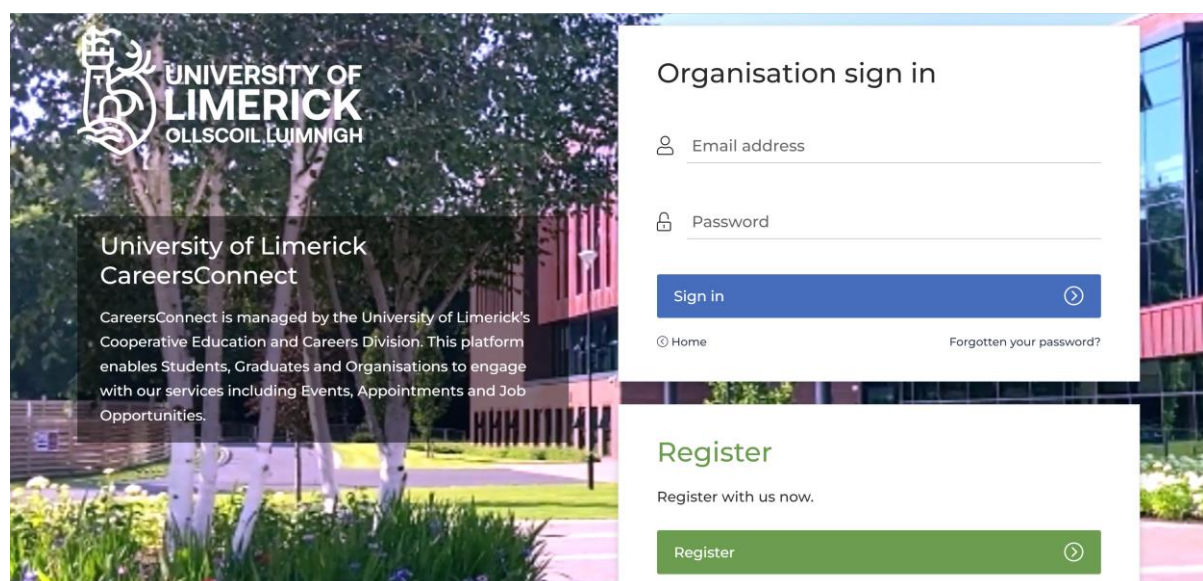


Already registered! How to post a vacancy on CareersConnect. <https://careersconnect.ul.ie>

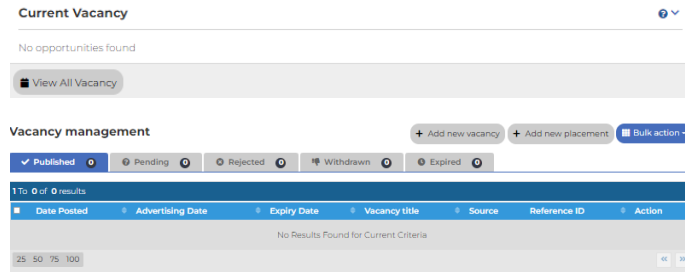
Start Under “Are you an employer?”, click on “Organisation sign in”



Step 1 Login with your e-mail and password. If you have forgotten your password, you can retrieve a new one on this screen.



Step 2 You will see a menu on page manage vacancies. It will lead you to vacancy management page where you can click add new vacancy at the top of the page.



Step 3 Fill out as much detail as possible taking care to complete the required fields marked with * please note: All fields with an * must be completed.

Add Vacancy
1 of 2 steps
Next: Position details

1. Vacancy type

Select the type of vacancy you want to post.

- Allied Health Care Vacancy**
Allied Health Care Programmes within UL (<https://www.ul.ie/schoolofhealth/programmes>)
- Competition/Business Case**
Advertisement of Business Case competitions.
- Final Year Vacancy**
Opportunity for students graduating in the summer time-frame.
- Immediate Vacancy**
Opportunities with an immediate start date.
- Part-Time Work/Internship/Summer Work**
Part-Time Work/Internship/Summer Work opportunities
- Postgraduate Study Opportunities**
Postgrad Study Opportunities
- Scholarships**
Financial aid awards designed to help students pay for an undergraduate/postgraduate degree.
- Teaching Vacancy**
Education Programmes within UL <https://www.ul.ie/coed/programmes>
- Volunteering**
Volunteering Opportunities

2. Organisation details

Organisation name *
Cooperative Education & Careers Division

Contact
Select one...

Enter contact details below, or select an existing contact from the list. Selecting an existing contact will pre-populate the fields below; you can still edit any details as necessary.

Auto-populate contact details

Main contact: * **Phone:**

Email * **Website:**

3. Vacancy publishing details

Advertising date

Closing Date
Set to the maximum date: Apr-05-2022

Send email notifications?

- The main contact for this vacancy only
- All organisation contacts
- No email notifications

Extended State
Select One

Operator owner
Select One

4. Application details

How do you want applicants to apply?*

- Direct URL**
This URL will take the applicant to a webpage where they can make their application.
- Direct email**
All applications will be emailed to the supplied email address.
- Add any specific instructions**

Request vacancy appears on gradireland:

- Yes
- No

Step 4 Fill out as much detail as possible taking care to complete the required fields marked with *
Some fields allow you more than one selection from the drop-down menu. As each item is selected it is added to a list below the box. Items may be removed by clicking on the “x” beside the relevant item.

1. Basic details

Job title: *

Vacancy type: *

<input type="checkbox"/> Allied Health Care Vacancy	<input type="checkbox"/> Part-Time Work/Internship/Summer Work
<input type="checkbox"/> Competition/Business Case	<input type="checkbox"/> Postgrad Study
<input type="checkbox"/> Final Year Vacancy	<input type="checkbox"/> Scholarships
<input type="checkbox"/> Immediate Vacancy	<input type="checkbox"/> Teaching Vacancy
	<input type="checkbox"/> Volunteering

Vacancy summary: *

File Edit View Insert Format Tools Table

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Note: only images hosted on secure (HTTPS) servers will display

Occupational area, please select up to 3 options: *

<input type="checkbox"/> Accountancy and financial management	<input type="checkbox"/> Library and information services
<input type="checkbox"/> Agriculture, animal and plant resources	<input type="checkbox"/> Logistics and transport
<input type="checkbox"/> Banking, insurance and financial services	<input type="checkbox"/> Management consulting
<input type="checkbox"/> Charities and voluntary sector	<input type="checkbox"/> Management, business, administration
<input type="checkbox"/> Construction, civil engineering and QS	<input type="checkbox"/> Manufacturing/Industry
<input type="checkbox"/> Emergency services and armed forces	<input type="checkbox"/> Marketing, advertising and PR
<input type="checkbox"/> Engineering	<input type="checkbox"/> Media and publishing
<input type="checkbox"/> Environment and natural resources	<input type="checkbox"/> Medical and healthcare
<input type="checkbox"/> Fund management/administration and investment banking	<input type="checkbox"/> Performing and creative arts
<input type="checkbox"/> Hospitality, sport, leisure and tourism	<input type="checkbox"/> Property
<input type="checkbox"/> Human resources, recruitment and training	<input type="checkbox"/> Public sector and civil service
<input type="checkbox"/> IT and Telecoms	<input type="checkbox"/> Retail, sales and customer services
<input type="checkbox"/> Languages and culture	<input type="checkbox"/> Science, research and development
<input type="checkbox"/> Law, legal services and patents	<input type="checkbox"/> Social, community and youth
	<input type="checkbox"/> Teaching and education

[Reset occupational area](#)

2. Location details

Locations: *

Countries: *

Location details:

3. Salary details

Salary range: *

Additional details:

4. Application details

Number of positions:

Interview dates:

Da Feb 2022 + Add

Start dates:

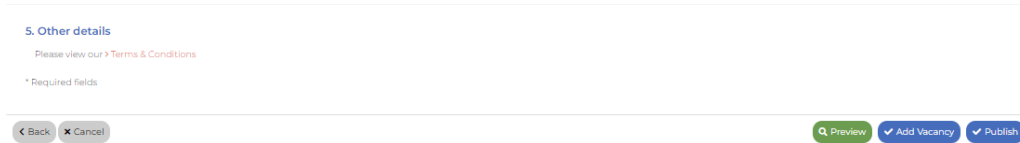
Da Feb 2022 + Add

Start date details:

File Edit View Insert Format Tools Table

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Step 5 When all details are completed you can preview the vacancy by clicking on “Preview”. You can edit if required. Click on “Post” to submit the vacancy.



5. Other details

Please view our [Terms & Conditions](#)

* Required fields

[← Back](#) [× Cancel](#) [🔍 Preview](#) [✓ Add Vacancy](#) [✓ Publish](#)

Step 6 The next screen confirms that the vacancy has been successfully created and is pending approval by the Careers Service. Once the vacancy is approved by the UL Careers Service you will receive a confirmation e-mail