



CareerBeam: Job/Internship Board

The resource can be found under the **Getting The Job** tab in the center of the main menu. Select **Job Postings**.



Purpose:

The Job/Internship Board allows you to search local, national, and international postings from a search as broad as a keyword and a relative location, to as narrow as a company name and position level. Saving a position of interest to **My Jobs** allows you to easily refer back to it as you narrow your top choices.

Getting the Job > Jobs Search

Search Jobs

I'm looking for a(n): role

Near:

[Get Results](#) or [View All Postings For My School](#)

Optional Search Criteria

Radius:

Company Name:

Industry:

Career Level:

Position Type:

[Get Results](#) or [View All Postings For My School](#)



Search Results:

The search results will generate the position title, company name, company logo, location (city/state), the date the position was posted, and a brief description. You will also see the option to save the result to “My Jobs”, as well as to search for connections to the company via LinkedIn and Facebook.

Clicking on “See more” will show the full position post, including a link to all positions posted by the company, and similar job postings from other companies. It will also include a link for applying with the company.

Administrative Assistant + My Jobs

The MENTOR Network - Fairlawn, OH

Posted: May 06

Administrative Assistant-160007T3 Job Office and Administrative Support Primary Location United States-OH-OH Fairlawn Organization Hastings Description Every person needs the support of o... [\[See more \]](#)

[Find connections](#) ^

Find connections to this company

[in](#) via LinkedIn [f](#) via Facebook

To view and manage “My Jobs”, use the **Account** drop-down menu.

Career Exploration ▾ Career Planning ▾ Getting The Job ▾ Research Tools ▾ Account ▾

Getting the Job > Jobs Search

Page 1 of 6 Sort By: Relevance

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rh **Administrative Assistant** + My Jobs

OfficeTeam - AKRON, OH

Posted: September 15, 2015

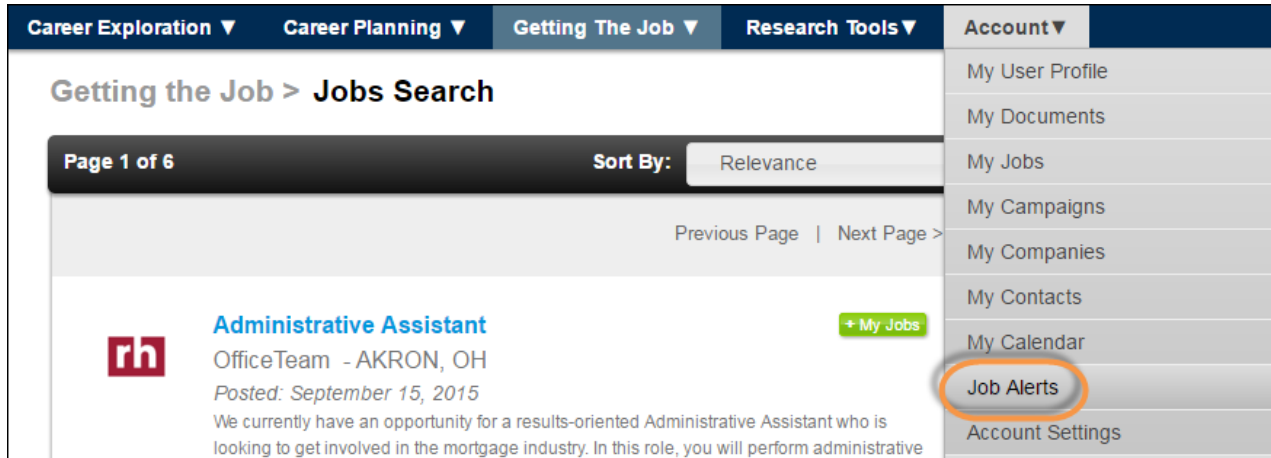
We currently have an opportunity for a results-oriented Administrative Assistant who is looking to get involved in the mortgage industry. In this role, you will perform administrative

- My User Profile
- My Documents
- My Jobs**
- My Campaigns
- My Companies
- My Contacts
- My Calendar
- Job Alerts
- Account Settings

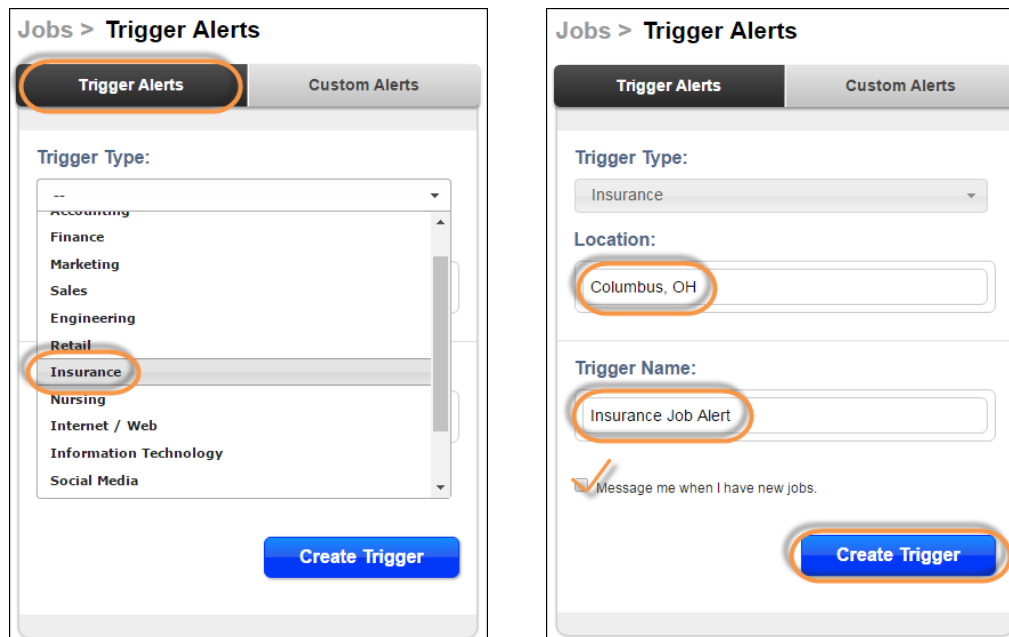


Setting Job Alerts:

You have the ability to create job alerts to let you know when a job within a particular field, or with a specified keyword, has been posted for your chosen city and state. Navigate to the **Account** menu and choose “Job Alerts”.



One option is to create a “Trigger Alert”. Select the “Trigger Alert” tab, choose your preferred field from the drop-down menu, and enter your city and state. Name your Trigger Alert and check the box to receive a message when a new job is added that meets your criteria (if you would like the notification). Select “Create Trigger”.





An alternative option is to create a “Custom Alert”. This allows you to select a keyword instead of a broader field. Select the “Custom Alert” tab, enter your keyword(s), choose a city and state, name your Custom Alert, and check the box to receive a message when a new job is added that meets your criteria (if you would like the notification). Select “Create Trigger”.

Jobs > Custom Alerts

Trigger Alerts | **Custom Alerts**

Keywords:
Administrative Assistant

Location:
Columbus, OH

Trigger Name:
Administrative Assistant Alert

Message me when I have new jobs.

Create Trigger

As you begin creating alerts, you will see them listed on the Job Alert page under “Your Current Job Alerts”. You will see the current number of postings that match your alert criteria, as well as options to Edit, Delete, or Update your alert (Update refreshes the results of your alert). Clicking on the alert name will bring up all matching results.

Your Current Job Alerts	
Insurance Job Alert	Created May 31
707 jobs	
Edit Delete Update	
Administrative Assistant Job Alert	Created May 31
112 Jobs	
Edit Delete Update	



If you checked the box to receive messages when a new job is posted that matches your alert criteria, the messages will be found by navigating to the “Messages” page found at the very top of your home page.

Home **Messages** Help | Logout | [in](#) [f](#) [t](#) [p](#) [i](#)

FRANKLIN UNIVERSITY

Career Exploration ▾ Career Planning ▾ Getting The Job ▾ Research Tools ▾ Account ▾

Jobs > Custom Alerts

You can manage your messages from the Messages page.

Career Exploration ▾ Career Planning ▾ Getting The Job ▾ Research Tools ▾ Account ▾

My Account > Messages

Check Messages | Compose New Message [Delete Messages](#) [Mark Read](#)

Select All | Clear All

#	Received	From	Subject
<input type="checkbox"/> 1	25 Jul 2016	Jobs Tracker <Job Alerts via CSIT>	You Have New Jobs
<input type="checkbox"/> 2	25 Jul 2016	Jobs Tracker <Job Alerts via CSIT>	You Have New Jobs
<input type="checkbox"/> 3	24 Jul 2016	Jobs Tracker <Job Alerts via CSIT>	You Have New Jobs