

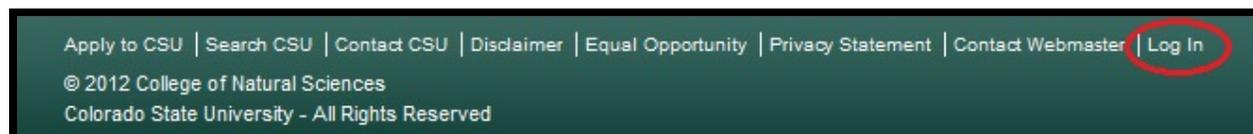
# How to submit an Employment Post

---

CNSIT South users that hold the an account on the Departmental Content Management System (CMS) have the ability to submit employment posts that they would like to see featured on the site. These instructions will help you submit Employment Posts for review.

## Logging In

To log in to the Administrative Back-End of the CMS, you will need to click on the 'Log In' link located at the bottom of the Departmental web site:



This will display a login screen that will accept your CSU eName and CSU password. If you have trouble logging in, you have either forgotten your CSU eName information, or do not have an account that allows you to administer content on the site. Please contact CNSIT South for assistance: <http://cnsit.natsci.colostate.edu>

## Submitting an Employment Post



Once you are logged in you will be presented with the CMS Dashboard. This will contain bits of news regarding the software being used, as well as a menu showing you what content you can administer. To submit an Employment Post, select the Posts menu item located in the left hand side.

From here, a list of your posts (if you have some already) will be shown. Otherwise, you will be presented with a list of all posts on the site. Click on the 'Add New' button at the top of the list. You will now see a screen similar to the screenshot below (Next Page).

There are three items that should be submitted with an Employment Post.

**Title:** This is the title of your Employment Post.

EXAMPLE: "Research Scientist/Scholar I Open Pool"

**Content:** This is the text that describes the employment post.

EXAMPLE: "The Department of Biochemistry and Molecular Biology seeks applications throughout the academic year from individuals who are interested in Research Associate positions. The open positions may be temporary or special assignments. Annual terms and reappointment may depend on performance and/or the continued availability of funding. Research Associate positions will work in laboratories in the areas of Gene Expression, Cellular Biochemistry and Structural Biology. Research Associate applicants must hold a B.S. degree in an appropriate discipline." ... Etc.

**Categories:** For Employment Posts, you must select both the general 'Employment' category, as well as the sub category that best describes the type of employment – this will ensure the reviewer knows the posts intended destination.

Now that you have all of the information filled out, you should click on the 'Submit for Review' button in the top right. This will add your post to a list of 'Pending' posts, which will be reviewed by a site editor.

The screenshot displays the WordPress 'Add New Post' editor. At the top left, there is a title field with the placeholder text 'Enter title here'. Below this is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, strikethrough), alignment, lists, links, and media. The main content area is a large text box with a vertical cursor. Below the editor, there are sections for 'Path', 'Word count: 0', and 'Custom Fields'. On the right side, there is a 'Publish' panel with buttons for 'Save Draft' and 'Preview', and a 'Submit for Review' button. Below the publish panel is a 'Categories' section with a list of categories: 'Employment', 'Faculty Employment', 'Staff Employment', 'Undergraduate Employment', and 'General'. There is also a 'Tags' section and a 'Featured Image' section with a 'Set featured image' link. In the top right corner, there are 'Screen Options' and 'Help' dropdown menus.