How to post a job or opportunity

1. Navigate to the Jobs and opportunities page or click the Opportunity tab on your live feed to share an opportunity with the alumni community.

2. There are various types of opportunity to select. Choose the one that is most appropriate to you. You can also add a company logo.

3. Fill out the first section with the following information:
   - Location – where the opportunity is based
   - Start date – when the opportunity starts
   - Expiration date – when the advert expires

4. The next section includes all details of the opportunity. Ensure that you give as much detail as possible.

5. You can add an attachment here – a role description or extra information.

6. You can enter an external URL here – to the company page or a role description. Add in your email so people can contact you about the opportunity.

7. Once you are happy with the page, you can publish. Ensure to reply to interested parties and remove the opportunity if you fill it.

If you need more help, please contact the Alumni Relations Office at alumni@imperial.ac.uk or call +44 (0)207 594 6138.