Submitting a Work Learn Proposal

1. Log in to CareersOnline: https://ubc-csm.symplicity.com/employers/
2. Please create an account if you don’t already have one.
3. On your Home tab, click on “Post an Opportunity” under the Shortcuts heading on the left hand side.
4. In the “Job Type” box, select **UBC Vancouver Work Learn Program**. The help text will change to blue – this indicates that it’s a Work Learn form.

5. Complete all fields on the form. The Job Description, Qualifications, and Student Learning Components fields are particularly important.

6. Click “Submit”.