

Posting Jobs on the SC Water Careers Job Board

<https://careers.scwatercareers.org>

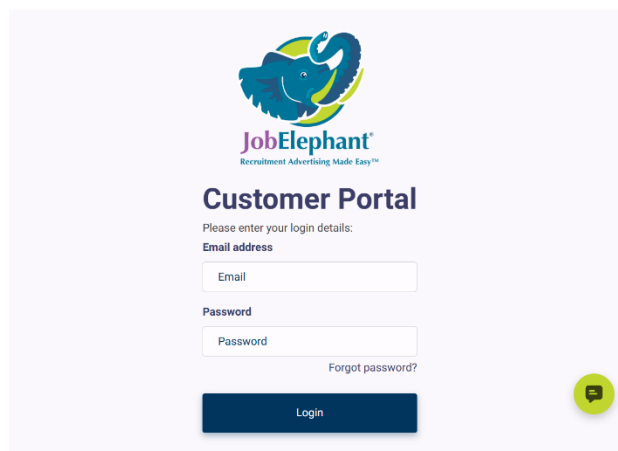
Job postings are **free** for all SC water/wastewater utilities, but you also have the option to post positions on other job platforms for a fee.

The job board is managed by Job Elephant. For questions or help with a job posting, use the online chat function  or email info@jobelephant.com.

Register for an employer account

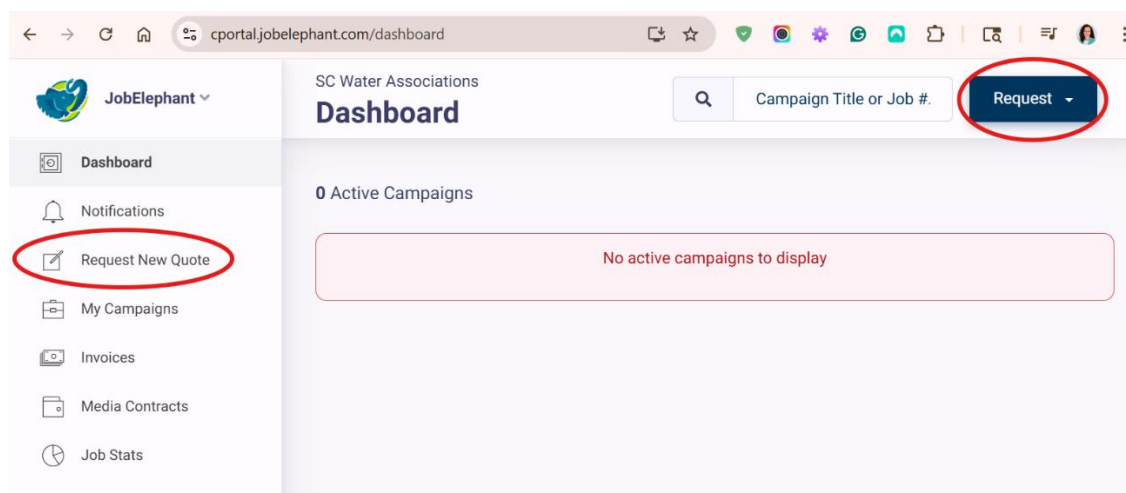
Visit this page to create an account: <https://careers.scwatercareers.org/signup/>.

Once registered, log in to the Job Elephant employer portal



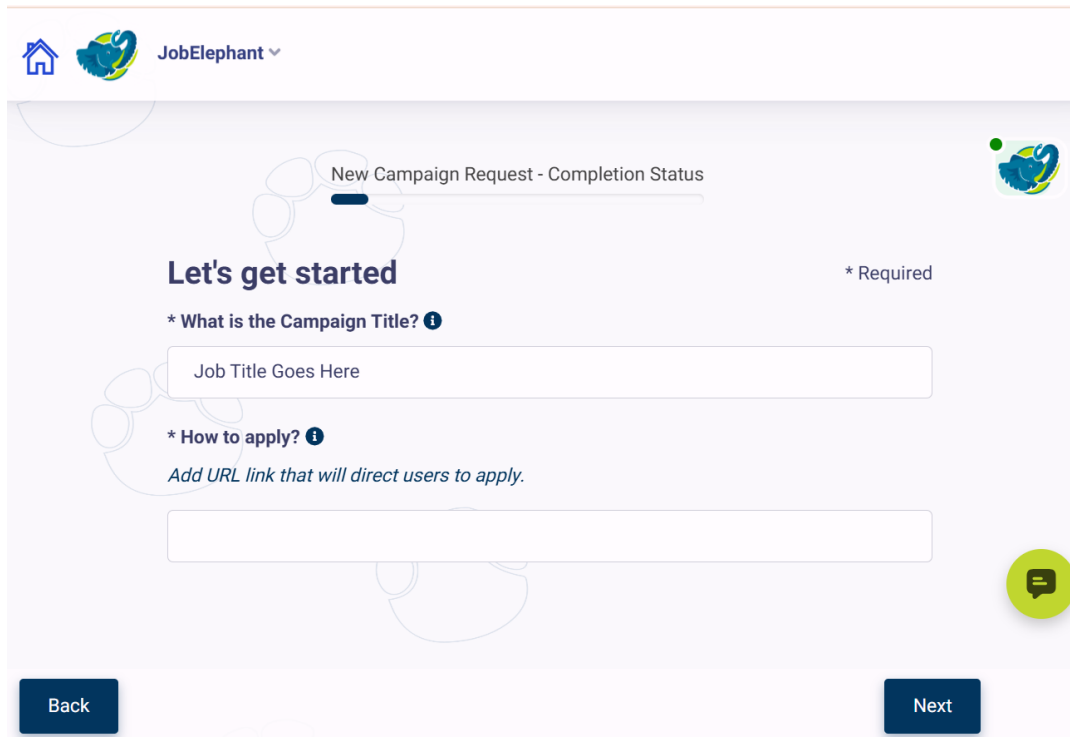
The image shows the Job Elephant Customer Portal login page. At the top is the Job Elephant logo with the tagline "Recruitment Advertising Made Easy™". Below the logo is the heading "Customer Portal". Underneath, it says "Please enter your login details:". There are two input fields: "Email address" with a placeholder "Email" and "Password" with a placeholder "Password". A link "Forgot password?" is located below the password field. A blue "Login" button is at the bottom. A green chat icon is on the right side.

From the dashboard, click *Request New Quote*. (Don't worry – it's free!)



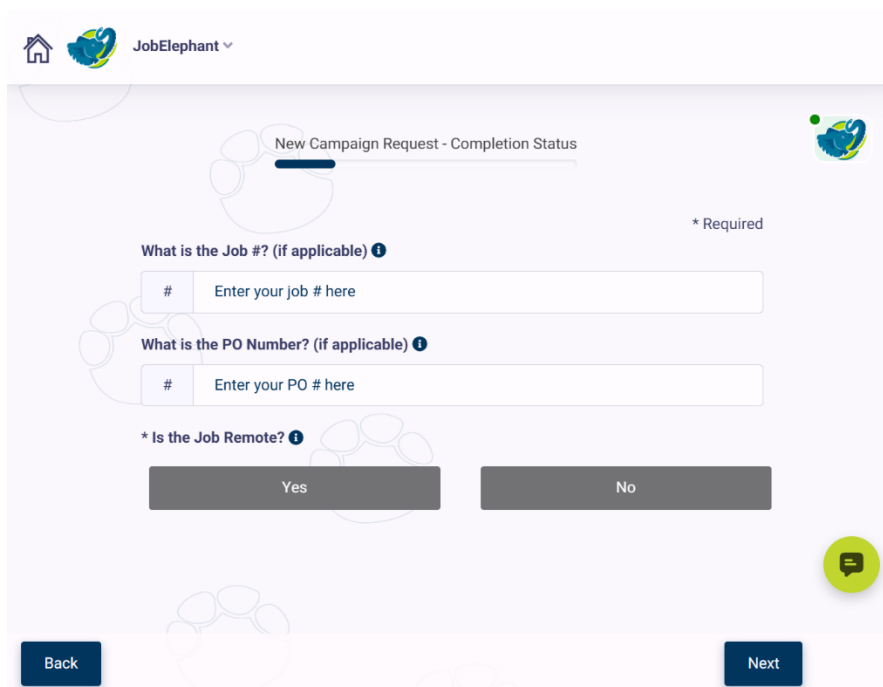
The image is a screenshot of the Job Elephant dashboard. The browser address bar shows "cportal.jobelephant.com/dashboard". The dashboard header includes the Job Elephant logo, the text "SC Water Associations", and a search bar with the placeholder "Campaign Title or Job #". A "Request" button with a dropdown arrow is circled in red. The left sidebar contains a menu with "Dashboard" (selected), "Notifications", "Request New Quote" (circled in red), "My Campaigns", "Invoices", "Media Contracts", and "Job Stats". The main content area shows "0 Active Campaigns" and a message "No active campaigns to display" in a pink box.

Enter the job title in the *Campaign Title* field and enter the link where users can apply.



The screenshot shows the 'New Campaign Request - Completion Status' progress bar at the top. The main heading is 'Let's get started' with a '* Required' indicator. The first section is '* What is the Campaign Title?' with an information icon and a text input field containing the placeholder 'Job Title Goes Here'. The second section is '* How to apply?' with an information icon and a text input field containing the placeholder 'Add URL link that will direct users to apply.'. At the bottom are 'Back' and 'Next' buttons. A green chat bubble icon is on the right side.

The next two fields are optional. If you have a job number, enter it in the first line. Leave the PO Number field blank if you're only posting the job on the SC Water Careers job board.



The screenshot shows the 'New Campaign Request - Completion Status' progress bar at the top. The main heading is 'Let's get started' with a '* Required' indicator. The first section is '* What is the Job #? (if applicable)' with an information icon and a text input field containing the placeholder '# Enter your job # here'. The second section is '* What is the PO Number? (if applicable)' with an information icon and a text input field containing the placeholder '# Enter your PO # here'. The third section is '* Is the Job Remote?' with an information icon and two buttons: 'Yes' and 'No'. At the bottom are 'Back' and 'Next' buttons. A green chat bubble icon is on the right side.

Continue entering the job details until you get to this screen. Click *Manually add a publication* on the top right.

The screenshot shows the 'New Campaign Request - Completion Status' screen. At the top, there's a header with a home icon, a globe icon, and the text 'JobElephant'. Below this, the main heading is '* Select Your Media Contracts'. To the right of this heading, there is a button labeled 'Manually add a publication' which is circled in red. Below the heading, a subtext says 'Please select the media contracts and job packs where you would like your campaign to run.' Further down, a section titled 'Horton® recommends you also post to these publications:' contains a box with the Horton logo and a description of its AI recommendation system. Below this, there is a grid of buttons for various job boards: Talent.com, PublicEmployeeJobs.com, Joblift.com, LinkedIn.com, Idealist.org, DiversityandCareer.com, MilitaryVetJobs.com, BlacksInHigherEd.com, MPNDiversityJobs.com, and MilitaryJob.com. A green chat bubble icon is visible on the right side of the screen.

Select *Online*, then enter SC Water Careers Job Board and <https://jobs.scwatercareers.org>.

The screenshot shows the 'Add Publication' form. At the top, there's a title 'Add Publication' and a close button (X). Below the title, there's a section 'Type of Publication' with three buttons: 'Online' (which is selected and has a checkmark), 'Print', and 'Both'. Below this, there's a section 'Name of publication?' with a text input field containing 'SC Water Careers Job Board'. Below that, there's a section 'URL of publication (if applicable)' with a text input field containing 'https://jobs.scwatercareers.org'. At the bottom, there is a blue button labeled 'Add Publication'. A green chat bubble icon is visible on the right side of the screen.

That's it! Follow the prompts to review your posting and submit it. Job Elephant staff reviews job postings before they're added to the site.