

## Posting Jobs on the SC Water Careers Job Board

<https://jobs.scwatercareers.org>

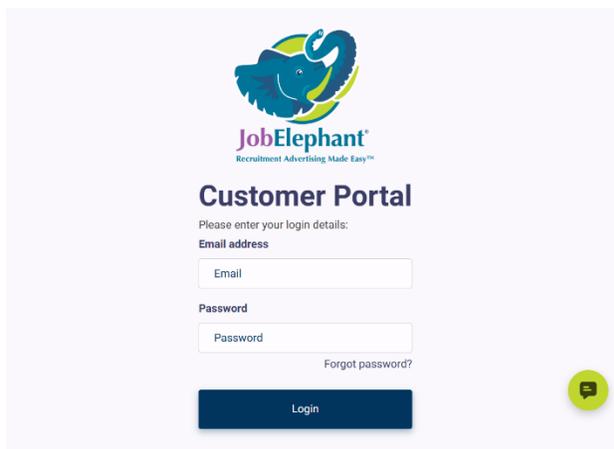
Job postings are **free** for all SC water/wastewater utilities, but you also have the option to post positions on other job platforms for a fee.

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](mailto:info@jobelephant.com).

## Register for an employer account

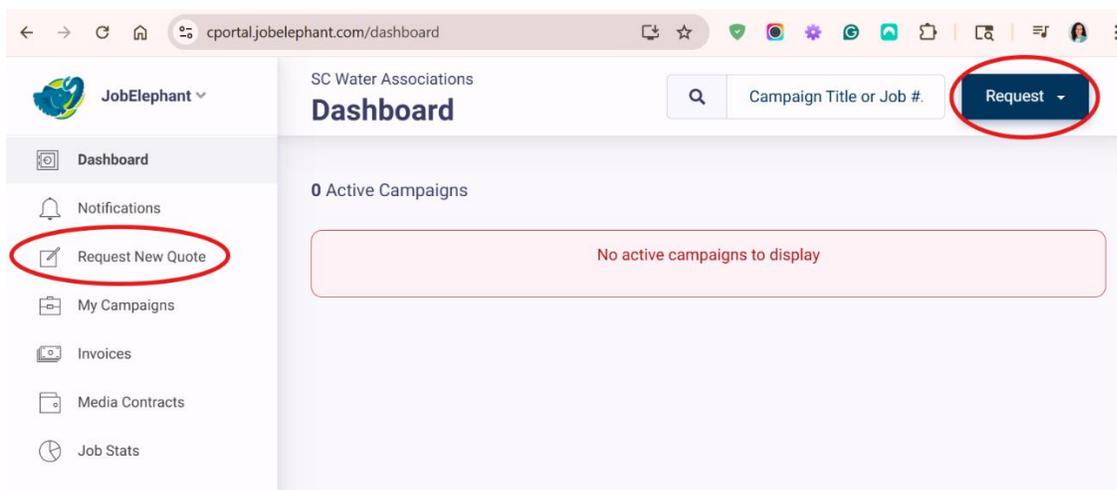
Visit this page to create an account: <https://jobs.scwatercareers.org/signup/>.

## Once registered, log in to the Job Elephant employer portal



The screenshot 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" and the instruction "Please enter your login details:". There are two input fields: "Email address" with a sub-label "Email" and "Password" with a sub-label "Password". A "Forgot password?" link is located below the password field. A dark 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 screenshot shows the Job Elephant dashboard. The browser address bar is "portal.jobelephant.com/dashboard". The page title is "SC Water Associations Dashboard". A search bar contains "Campaign Title or Job #". A "Request" button with a dropdown arrow is circled in red. The left sidebar menu includes "Dashboard", "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 box stating "No active campaigns to display".

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' page on the JobElephant platform. The page title is 'Let's get started' with a '\* Required' indicator. The first required field is '\* What is the Campaign Title?' with a help icon, containing the placeholder text 'Job Title Goes Here'. The second required field is '\* How to apply?' with a help icon, containing the instruction 'Add URL link that will direct users to apply.' Below this is a large empty text input field. At the bottom, there are 'Back' and 'Next' buttons. A green chat bubble icon is visible 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 second step of the 'New Campaign Request' form. The title is 'What is the Job #? (if applicable)' with a help icon and a '\* Required' indicator. Below it is a text input field with a '#' symbol and the placeholder 'Enter your job # here'. The next field is 'What is the PO Number? (if applicable)' with a help icon, containing a '#' symbol and the placeholder 'Enter your PO # here'. The final field is '\* Is the Job Remote?' with a help icon, featuring two buttons: 'Yes' and 'No'. At the bottom, there are 'Back' and 'Next' buttons. A green chat bubble icon is visible on the right side.

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

JobElephant

New Campaign Request - Completion Status

**\* Select Your Media Contracts** [Manually add a publication](#)

Please select the media contracts and job packs where you would like your campaign to run.

Horton® recommends you also post to these publications:

Horton® is an artificial intelligence that makes recommendations on every campaign. The recommendations are based on advanced tracking technology and drilled down to granular level factoring in ALL of the ad copy for every ad. The results are the top posting options in terms of lowest CPC (Cost Per Click) specific to your open position.

Talent.com PublicEmployeeJobs.com Joblift.com

LinkedIn.com Idealist.org DiversityandCareer.com

MilitaryVetJobs.com BlacksInHigherEd.com MPNDiversityJobs.com

MilitaryJob.com

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

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### Add Publication

Type of Publication

Online  Print Both

Name of publication?

SC Water Careers Job Board

URL of publication (if applicable)

https://jobs.scwatercareers.org

Add Publication

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.