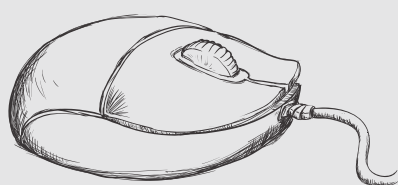# SPS FACULTY & ADMINISTRATORS TOOLS

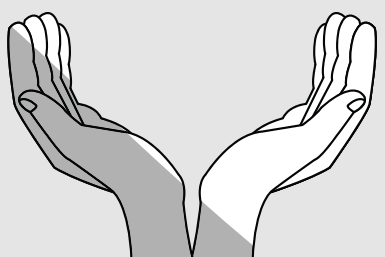## HOW TO ENGAGE WITH CAREER DESIGN LAB (CDL)

1 ## SPS TALENT

- Create Employer Account
- Post Jobs
- Refer Employers to SPS Talent

2 ## SHARE EVENTS

- CDL Calendar of Events
- Executive Case Series
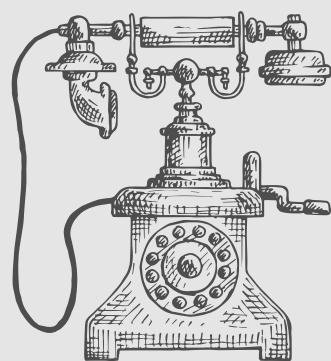- E-Mentor Program
- Greater Good Challenge

3 ## PROMOTE SERVICES

- Career Coaching
- Drop-Ins: Mon & Tues 3-5pm
- FREE Premium Subscriptions
- Career Journeys on Canvas

4 ## ENGAGE ALUMNI

- Post Jobs
- Volunteer! Mentors/Coaches/Judges
- Global Alumni Regional Chairs
- Share Career Outcomes

5 ## CONNECT
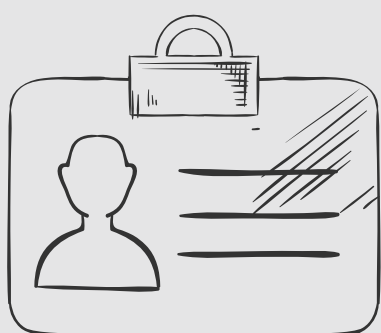
✉ careerdesignlab@columbia.edu
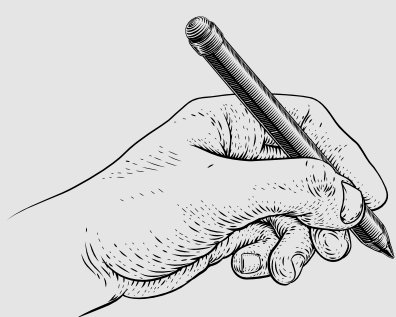
📷 #CAREERDESIGNLABNYC

in Career Design Lab, Columbia University

SPS talent

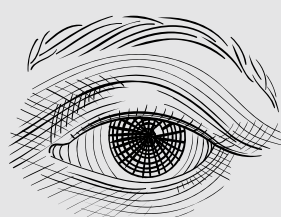Powered by 12TWENTY

HOW DO I POST A JOB IN SPS TALENT?

Look Up

Go to SPS Talent
https://jobboard-sps-columbia.12twenty.com/hire

Open Account

Create an employer account using your **company/work email**

Verification

Receive a verification code valid for 1 hour. Check your **spam folder** if you don't receive the code after 10 mins!

Fill In

OCI & Job Listings > Post a Job
Questions?
careerdesignlab@columbia.edu
+ Helpful Visual Aid

Refer

Refer SPS Talent to others!
- Multi-disciplinary 17 Programs
- Diverse Students/Alumni (e.g. HBCU)