How to Add a Job Posting to MacEwanLife

Employers can use MacEwanLife to:

- Build an organization profile that provides more information to students
- Discover upcoming events and networking opportunities
- Establish an online presence targeted towards students
- Post job opportunities



2. Select Employer Login

1. Visit MacEwanLife



Visit MacEwanLife to access your dashboard and the job board: macewanlife.macewan.ca

3. Create an Account, If Needed



To create an account, fill out the registration form. We'll review it within two business days. After approval, you'll get a confirmation email.



4. Visit Job Board to Post or View Job Postings



After signing in, you'll land on your dashboard. Click "Jobs" on the left for job tasks. Scroll to quick links for common tasks: Create Job Posting, View Job Postings, View Applicants.

(i) MacEwanLife has recently been upgraded. If you had an employer account on the old MacEwanLife you should have received instructions to reset your password. If you did not receive instructions or need help resetting your password, please contact **mycareer@macewan.ca**

5. To Post a Job

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 Home Organization Profile 	Job Postings	
edol 🕀	Generating States Control States Control States Control Contro	Career Fair . >
Job Postings Student Resumes/Applications	Reywords (starches job title, IC, description, and organization name: min. 3 characters)	
Archived Jobs CF Jobs		
Publication Requests	Contact Name	
🖻 Events		
Career Outcomes	Search Clear More Filters	
Calendar My Account		
➢ Give us Feedback		

The sub-menu for "Jobs" will appear and that will allow you to find student resumes and applications and previous postings you have published.

7. Find Student Resumes and Applications



The sub-menu for "Jobs" will appear and that will allow you to find student resumes and applications and previous postings you have published.

6. Wait for Approval

Search Clear More Filters	
Post A Job 1 result	
test Not Approved	0
Edmonton, Alberta, Canada - Full Time (20+ hours/week)	Applicants
ID: 3311	
Posted On Aug 29, 2023 Expiring in 6 days	
Withdraw	

Note that job postings are reviewed by MacEwan University's Careers and Experience team. After submission, expect approval or denial via email within two business days for posting on the job board.



Scan to access MacEwanLife.

Visit MacEwanLife at macewanlife.macewan.ca

Contact us

Careers and Experience mycareer@macewan.ca macewan.ca/mycareer