



CALIFORNIA STATE UNIVERSITY, LOS ANGELES

CAREER DEVELOPMENT CENTER

How to Post a Job or Internship on Eagle iJobs

Thank you for your interest in the students and alumni of California State University, Los Angeles! You can post your job and internship opportunities for free by following the procedures listed below. You will be taken to the Eagle iJobs website where you can login to your existing account or create a new account.

On-Line Employment Listings

To register, follow these instructions:

First-Time Use Registration:

- Go to www.myinterfase.com/csula/employer
- Select [Click here to register]
- Type in your organization's name. If not listed, click on [Can't find your organization]
- Complete required fields and click on [Register]
- From the Employer desktop, click on [My Jobs]
- Select [New Job]
- Complete the Contact & Job information page (red fields are mandatory).
- Review the Job Preview page to be sure the information is accurate.

Returning Users:

- Login to www.myinterfase.com/csula/employer with your username and password.
- From the Employer desktop, click on [My Jobs]
- Select [New Job]
- Fill out the Contact & Job information.
- Review the Job Preview page to be sure the information is accurate.

Employment Binders

Employers who do not want to use Eagle iJobs can mail, fax or email information on full-time, part-time, internship, seasonal and temporary vacancies for placement in our employment binders. However, we encourage posting on Eagle iJobs for maximum exposure to CSULA students and alumni.

Address: CSULA Career Development Center, 5151 State University Dr., Los Angeles, CA 90032

Email address: careers@cslanet.calstatela.edu

FAX number: (323) 343-3649

Thank you!

Career Development Center

5151 State University Drive, Los Angeles, CA 90032-8390 (323) 343-3290 FAX: (323) 343-3649 www.calstatela.edu/careers

The California State University: Bakersfield, Channel Islands, Chico, Dominguez Hills, East Bay, Fresno, Fullerton, Humboldt, Long Beach, Los Angeles, Maritime Academy, Monterey Bay, Northridge, Pomona, Sacramento, San Diego, San Francisco, San Jose, San Luis Obispo, San Marcos, Sonoma, Stanislaus