

Accelerate South for the Office of Undergraduate Research

Contents

Create On-Campus Employer Account.....	2
Post a Job.....	3

Create On-Campus Employer Account

1. Open the Accelerate South page ([link](#))
2. Choose the “Sign up for an account” located just below the “Employer Log In” button
3. Enter the requested information
 - a. First Name
 - b. Last Name
 - c. Work Email Address
 - d. Create a Password
 - e. Confirm Password
 - f. **Employer – Enter USA Office of Undergraduate Research**
 - g. Your Job Title
 - h. Agree to the Terms of Service and Privacy Policy
4. Select “Create Employer Account” button
5. You may be asked to verify your email address to complete the setup process

ACCELERATE SOUTH

Login with your 12twenty account to start connecting with qualified candidates from University of South Alabama

[Continue with Google](#)

[Continue with Microsoft](#)

OR

Email Address

Password

[Employer Log In](#)

[Reset your Password](#) • [Sign up for an account](#)

Not an employer? [Log in as a Student/Alumni](#) | [Log in as an Admin](#)

[Need Help?](#) [Privacy](#) [Terms](#)

Powered By **12twenty**

Employer Sign Up

Not an employer? [Log in as a Student/Alumni](#) | [Log in as an Admin](#)

First Name*

Last Name*

Work Email Address*

Share my email with candidates ☒

Password

- Minimum 10 characters
- An uppercase letter
- A lowercase letter
- A special character (!, @, #, \$, %, ^, &, *)
- A number
- Example: ThisSchool10\$

Confirm Password

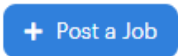
Employer*

Your Job Title*

☐ I agree to the [Terms of Service](#) and [Privacy Policy](#). *

[Create Employer Account](#)

Post a Job

1. Log in to Accelerate South
2. Select “Post a Job” from your home page or navigate to “Jobs & Internships” on the left-hand menu bar and select “Post a Job”
3. Input the Job Details
 - a. Type of Job – select Mentorship
 - i. Mentorship Type – Research, Creative, Internship (paid), Internship (unpaid), Other Project
 - ii. Number of Mentees – Optional: How many students are you willing to take on for this project
4. Input Application Method(s)
5. Input Job Description
6. Add any attachments that apply to this posting
7. Select any document(s) you would like the applicant to provide
8. Input Job Dates
 - a. Application Begins On
 - i. This is when it will be applicants will be able to being applying for the position
 - b. Application Deadline
 - i. ***Recommended no more than 6 months to 1 year out
 1. Primary contact to receive an email near the application end date
9. Input Interview Detail
10. Input Primary Job Contact
 - a. Choose the “Use My Information” – will use what was provided when account created
 - b. Manual Entry – Complete contact information if someone other than you are doing the interviews
11. Input Eligibility
 - a. Student Group
 - i. Current Students – all current students; best option to reach a large number of students
 - ii. Honors College Eligible – limits the post to only students that are a member of the Honors College
 - b. Degree Level
 - c. College/School
 - d. Major/Academic Program