

How to Use SECE to Access Internship Opportunities

Step-by-step instructions for **EMPLOYERS** to look for internships:

- **Step by step instructions for employers/alumni to post internships:**
 - Go to the [SECE website](#)
 - Click on "[Register an Account](#)" below where it says "Non-UH Employers"
 - Fill out all necessary fields in the "Non-University Employer Registration"
 - Once you have registered, SECE will take you to the home screen with the option of clicking on the Guide for non-UH users
 - If you click on the "Guide to Non-UH Employers" you will see the instructions are listed on the side of the website in blue.

The screenshot shows the SECE website's Registration page. On the left is a 'Contents' sidebar with a tree view including 'Registration', 'Signing In', 'Jobs', 'Applicants', 'Placements', and 'Recruitment'. The main area is titled 'Registration' and features a 'Job Search' sidebar with filters for 'On-Campus' vs 'Off-Campus', 'Keywords', 'Match: Any' vs 'All', 'Campus', 'Island Location', 'Category', 'Postings Since', 'Special Classification', 'Job Program', and 'Job Number'. The main content area is titled 'Sign In' and includes a 'UH Login' button, a section for 'Non-UH Employers' with a red box around the 'Register an account' link, and a 'Non-UH Login' button. There are also links for 'Login Help' and 'Job & Eligibility Info'. A small disclaimer at the bottom reads: 'Unauthorized access is prohibited by law in accordance with Chapter 705, Hawaii Revised Statutes; all use is subject to University of Hawaii Executive Policy E2.210.'

To get started listing your jobs with **sece**, you can register a profile with your company information. Press the "Register an account" link above the sign in form to access the registration form.

- Click the **“jobs”** option and submit the relevant information:

The screenshot shows the 'sece' website dashboard. On the left is a navigation menu with options: Home, Jobs, Placements, and Recruitment. The main content area is divided into two sections. The top section is 'Messages/Announcements', which states 'No messages at this time.' and includes a link for 'Guide for Non-UH Employers'. The bottom section is 'Current Statistics', which contains a table of job statistics.

| Job Statistics | |
|------------------------------------|---|
| In Draft Jobs | 0 |
| Submitted Jobs (Awaiting Approval) | 0 |
| Under Review Jobs | 0 |
| On Hold Jobs | 0 |
| Open Jobs (Being Advertised) | 0 |
| Closed Jobs | 0 |
| Applications today | 0 |
| Applications for the past week | 0 |

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- Note, for Internships, the drop down menu for **“Program”** allows for the option of internship.

The screenshot shows the 'sece' website dashboard with the 'Jobs' menu selected. The main content area displays the 'Job Record (NONUH)' form. At the top right of the form area, there is a red asterisk and the text '* den'. Below the title are four buttons: 'Submit', 'Save Only', 'Delete', and 'Cancel'. The form is divided into three sections: 'General Information', 'Job Classification / Duties', and a third section for 'Status' and 'Status Date'.

General Information

Job Number
Assigned when job is saved
 Posting to Campus *
 UH Manoa

Program
 INTERN

Status
 DRAFT SUBMITTED UNDER REVIEW HOLD OPEN CLOSED

Status Date
01/10/2024

Job Classification / Duties

Position Title *
 Volunteer Organizer

Primary Job Category * ?
 Hospitality & Tourism