MustangTRAK Guide for Community Partners
www.smu.edu/volunteer

We value your work in the community and invite you to post your volunteer opportunities to SMU students, faculty, and staff. Please see below for step-by-step instructions and feel free to contact our office with any questions: cel@smu.edu | 214-768-4403

New Users - Registration

- Click "New User: Click here to register!" link at the bottom.
- Search for your Organization and select; if it you can't find it click on Can't Find Your Organization.
- Complete the form by describing the non-profit organization/location and opportunity, outlining requirements, selecting graduation dates/majors, and specifying application procedures. Required * fields are marked with an asterisk.
- Click on the Register button.
- To post a job follow the steps below in Create/Post a New Volunteer Opportunity.

Existing Users

- Enter your Username and Password and click Log In.

Update My Profile
- To update your Employer (your non-profit organization) Information, click on [Edit]. Make changes and click SAVE to complete the changes.
- To update Contact Information, click on [Edit]. After making change, click on SAVE to complete.

Create/Post a New Volunteer Opportunity
- Go to My Jobs and click on New Job. Enter your volunteer opportunity information.
- For any position you list, you will also need to select student majors that might align well with your volunteer opportunity. Click "Add/Remove" button to select specific schools/colleges or you may also select "Any Major." If you need specific information on majors you can access this on the University website at www.smu.edu/ academics.
- In the field, "Application Instructions," enter the procedure in which a potential volunteer may apply for/sign up for this opportunity.
- Click on SAVE to save your information.
  Under the Posting Information section, there are two fields that you need to review. In "Show Contact Information," if you select NO, your contact information will not be available to potential volunteers. In "Allow Resume Submission through MustangTRAK," if you select YES, students can submit their resume

to you via this system (i.e., you will receive email notification of students' resume submission and be able to view resumes on-line).

NOTE: Once you have registered and posted a volunteer opportunity, both your account and posting will be in pending status. An administrator will review both your account and posting. If your registration is approved, you will receive an e-mail notification. If you do not receive your e-mail notification within 48 hours, please contact our office at 214-768 -4403.

How do I view resume submissions?

• Choose My Jobs then click Job List. Next to each job you will find the Activity column, where a bold R appears for students who have submitted their resume to your position.

• **R is for Referrals (Resumes)** — Click the R, then click View to detailed information from the student. To view the student's resume, click the View Documents link on the left hand side of the screen.

Make Changes to a Current Posting

- There are several sections (Position Information, Contact Information, and Posting Information) that you may update.
- To make changes to any section, click on to [Edit] link to make your changes. Once completed, click on SAVE for each section.

  NOTE: Once you add a job or make changes to a current job, this information will be reviewed by an SMU employee before it is re-posted for our students, faculty, and staff to view.

FAQs

- **When will my position post?**

Once your job is approved by our office, we will change the status to Active and it will post on the Post Date listed. This typically takes about two (2) business days. If the Post Date has passed, then it posts as soon as we approve it.

- **When will my position expire?**

Positions are automatically posted for 30 days. You may edit this date if you want your position posted online for a longer or shorter period of time.

- **Will I get an e-mail the day before my position expires?**

Yes, it will be e-mailed to the e-mail address listed in your profile.

- **How do I close a position before the expiration date?**

Click on the Job ID to view details. On the left-hand side of the screen, you will see [Close Job]. Click on that link to close your job. The status will change to "Closed by Employer" and will no longer be available.

- **I'm filling out a volunteer opportunity for the first time. What are these fields?**

Show Contact Info – Choose YES to show your contact info section. Choose NO to not show it.

Allow Resume Submissions Through MustangTRAK – Choose YES to allow students to submit their resume through the MustangTRAK system. You will receive an e-mail as the students apply. Choose NO if you prefer to receive resumes or student contact outside of the MustangTRAK system (be sure to fill out the Application Instruction field, so that students know how to apply).