**Kellogg Job Board**

* This is a free job posting service for employers, students and alumni
* 这是一个免费的工作登记平台给雇主，学生和校友
* Thousands of users access the listings each week
* 每周有上千个用户来看新的工作
* Listings may be for current Kellogg students (1st or 2nd years) and/or Kellogg alumni. Positions can be internships, full-time positions or contract opportunities.
* 职位可以是实习，全职或合同工给在校学生和校友
* All jobs must be submitted using the online form. Submissions received via e-mail or fax will not be processed.
* 所有的工作必须由网上登记
* Every job posted is subject to approval by the Career Management Center. There are several reasons we might decline or place a listing on hold. Here are some of the most common ones:

所有的工作机会必须有学校批准。请注意以下没有批准的原因。

* Incomplete contact information in the internal use only section

没有填联系地址

* Blind e-mail address or general phone number in the internal use only section
* 错误的电邮或电话号码
* Listing appears directed at undergraduate students/alumni
* 工作是给本科学生活本科毕业生，而非商学院
* There is no company information, or company is determined not to exist
* 没有公司信息或公司不存在
* The listing appears to be an attempt to merely collect resumes without a legitimate opening (this applies mostly to search firms)
* 没有实际工作而是收集简历
* To post your position simultaneously on multiple top MBA programs’ job boards, you may select the Multi-Post option.

*If you are seeking* ***non-Kellogg students or alumni****, please visit the* [*Northwestern Career Services page*](http://www.northwestern.edu/careers/employers/index.html)*.*

如果你是找非哥洛哥商学院，请用以上的链接

**Important phrases/elements of Kellogg Job Board in Mandarin/Cantonese**

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| --- | --- |
| English | 中文 |
| *\*Required Fields are Indicated by the Red Text below. Fields not labeled with Red are not required. Please keep in mind, all fields below in which information is entered will be visible on your job posting.* |  |
| *Job Information* | 工作信息 |
| *Position Title* | 职位 |
| *Job Type* | 种类 |
| *Job Posting Source* | 工作来源 |
| *Job Start Date / Timeframe* | 工作时间 |
| *Post for Alumni* | 只招校友 |
| *Post for 1st Year (Summer Interns)* | 只招一年级在校学生（包括实习生） |
| *Post for 2nd Year (June Grads)* | 只招二年级在校学生 |
| *Job Function - Select all that apply* | 部门 |
| *Job Region - Select all that apply* | 地域 |
| *Job Location City* | 城市 |
| *Job Location State* | 州、省 |
| *Job Location Country* | 国家 |
| *Work Authorization* | 工作签证 |
| *Job Description* | 工作介绍 |
| *Qualifications* | 基本招人要求 |
| *Salary Notes* | 薪资 |
| *Application Procedure* | 申请程序 |
| *Application Method* | 申请方法 |
| *Resume Delivery (Daily, Weekly, Expiration)* | 简历投送（每天，每周，过期日期） |
| *Application Website* | 申请网站 |
| *Application Email* | 申请邮件 |
| *Additional Application Instructions* | 申请简介 |
| *Application Deadline* | 申请截止 |
| *Contact Name* | 联系人 |
| *Contact Job Title* | 职位 |
| *Phone* | 电话 |
| *Fax* | 传真 |
| *Contact Email* | 电邮 |
| *Job Requisition Number* | 工作编号 |
| *Company / Division* | 公司部门 |
| *Organization Name* | 公司 |
| *General Industry* | 行业 |
| *Specific Industry* |  |
| *Region* | 地域 |
| *Company Website* | 公司网站 |
| *Company Description* | 公司简介 |
| *Kellogg participates in the MBA Focus MultiPost network. This network enables a firm to distribute a single job posting to 50+ graduate business schools. MBA Focus, the administrator of this service, charges a fee for this functionality. You will not be charged unless you complete all required information on the MBA Focus ordering site.* | 付费的工作介绍，工作可以投到50+商学院 |
| *If you are interested in learning more about MultiPost, click the check box below, and you will be taken to the MBA Focus MultiPost site after your job posting for Kellogg is completed. If you do not wish to use this MultiPost feature, just click on the save button below.* | 如果对以上有兴趣，请打勾 |
| *Login to Post a Job* | 登入 |