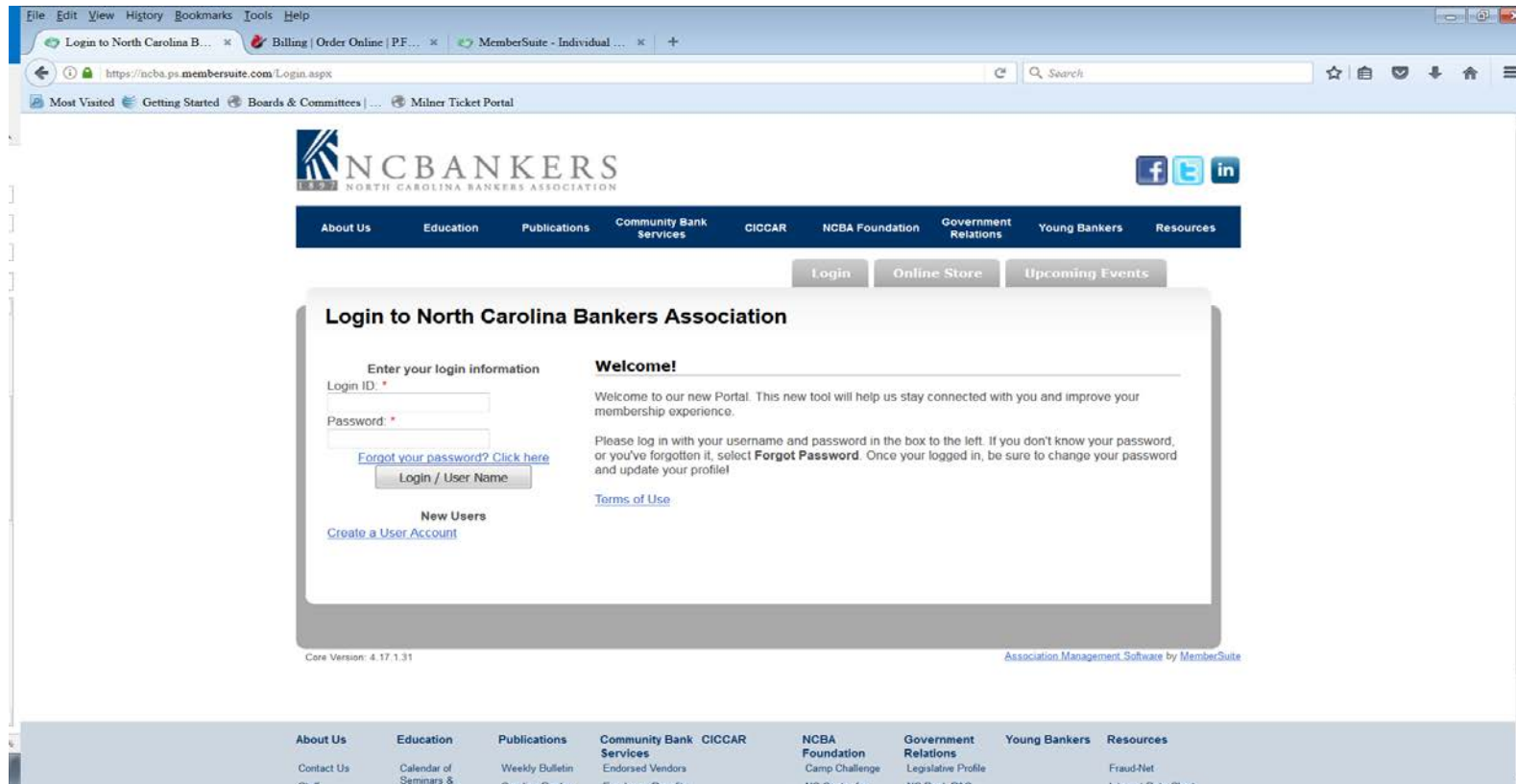


NCBA Career Center in MemberSuite

The NCBA has a Career Center located inside of our Portal powered by MemberSuite. This is an avenue available to our members to post job openings and individuals to post their resumes in a central location. You do not have to be a member of the NCBA to upload a resume to our Career Center but you do have to have a MemberSuite account. Anyone can create an account by going to www.ncbankers.org and click on Portal Access in the upper right corner of the screen.



Click on the “create a user account” link to go through the steps to create an account. You will receive a welcome e-mail once your account has been created.

Once you follow all of the steps within the email and login to the portal you will see a page like the one featured below.

Navigation bar: About Us, Education, Publications, Community Bank Services, CICCAR, Community Outreach, Government Relations, Bank Security, Resources

Home, Online Store, Upcoming Events

ID: 1568 Meghan B. Best ([back to Console](#)) [Logout](#)

Welcome to North Carolina Bankers Association

My Profile



Your Customer ID: 1568

Meghan B. Best
North Carolina Bankers Association
PO Box 19999
Raleigh, NC 27619 US

Preferred Contact #: (919) 781-7979
Email: meghan@ncbankers.org
Login ID: [meghan@ncbankers.org \(change\)](#)

[Edit My Information](#) [Change My Password](#)

You are linked to 1 other record(s). You can login as them to update or review their account information:

- [North Carolina Bankers Association \(Organization\)](#)

My Account

Outstanding Balance: \$0.00
Credit Balance:
Last Payment: No payments on file.

- [Manage Saved Payment Options](#)
- [Manage Installment Plans](#)
- [View Account History](#)

Events

Last Registration: [2015 Management Team Conference](#)

- [Webinar - "Reinvent and Reposition"](#)
- [Train the Trainer Seminar: Charlotte](#)
- [TRID Triage Seminar](#)
- [Supervisor Boot Camp](#)
- [BSA & Other Compliance Updates Seminar](#)
- [School of Commercial Lending: Basic Lending Course](#)
- [School of Commercial Lending: Intermediate Commercial & Industrial Lending Course](#)
- [2016 Annual Convention](#)
- [Browse Events](#)
- [View My Event Registrations](#)

Membership

From here you can edit your contact information.

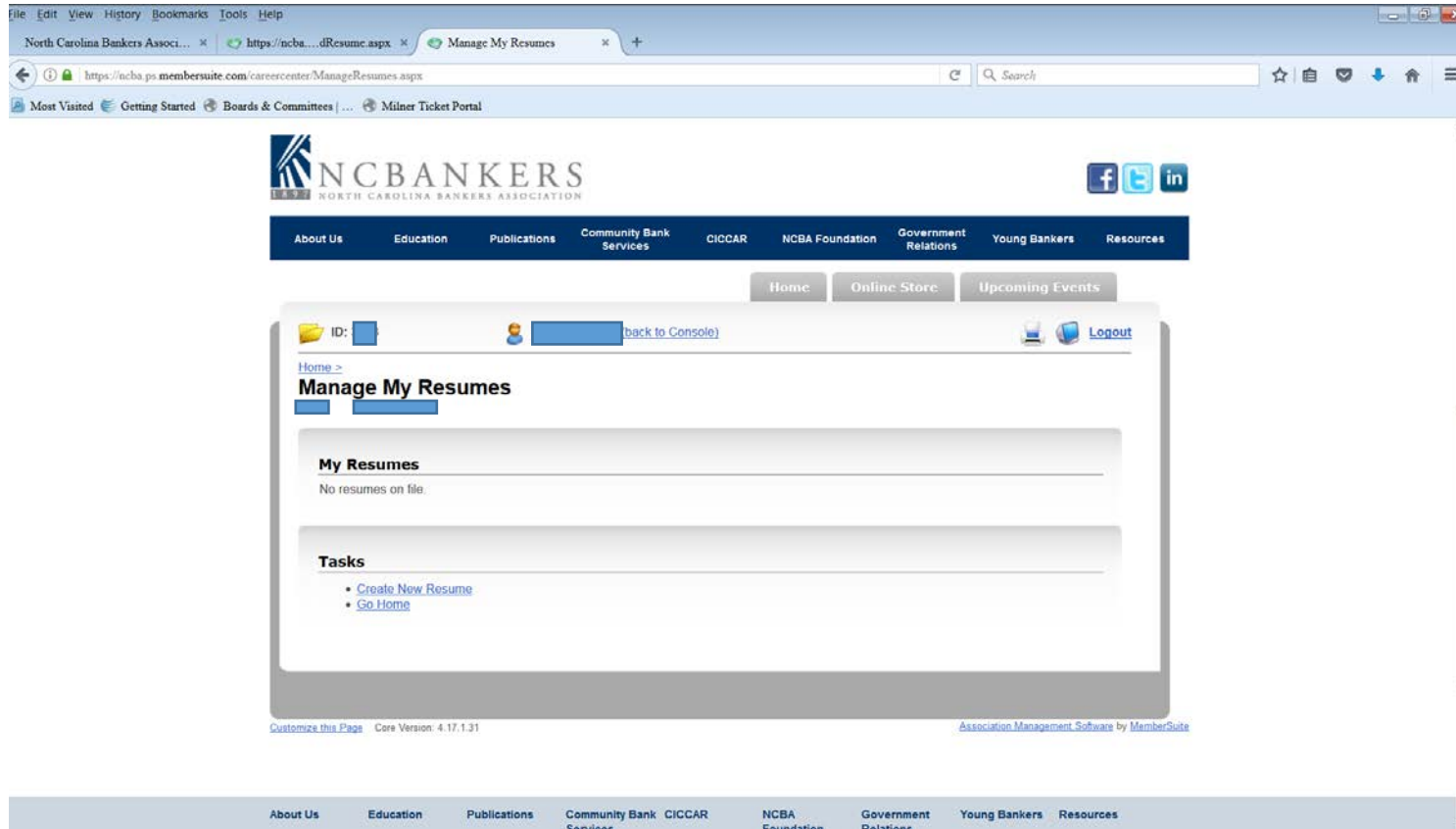
Log into your MemberSuite Portal by going to www.ncba.com and clicking on Portal Access in the upper right corner of the screen. This will bring you to the login screen where you will enter your e-mail address and password. If you have forgotten your password, you can click forgot password and it will auto generate one for you to log into MemberSuite. You can change your password once you are logged in. This is what the screen will look like once you are logged into MemberSuite.

The screenshot shows a web browser window displaying the MemberSuite Portal user dashboard. The browser's address bar shows the URL <https://ncba.ps.membersuite.com/default.aspx>. The page layout includes a navigation menu at the top with links for 'Most Visited', 'Getting Started', 'Boards & Committees', and 'Milner Ticket Portal'. The main content area is divided into several sections:

- Profile Information:** Preferred Contact #: (919) 781-7979; Email: vickio@ncbankers.org; Login ID: [vickio@ncbankers.org \(change\)](#). Links for 'Edit My Information' and 'Change My Password' are provided.
- Membership:** Status: -; Member Since: -; Expiration: -; Type: -.
- My Committees:** Committees I am currently on: 1. A table lists the committee 'Compliance Peer Group' with a blank position field. A link 'View My Committees' is also present.
- Subscriptions:** Links for 'Subscribe to a Publication' and 'View My Subscriptions'.
- Last Registration:** No registration found. A list of past events includes '2017 Bank Directors Assembly', 'Metrostudy Housing Webinar', '2017 Washington Bank Caucus', '2017 School of Banking', 'NCYB Triangle Lunch and Learn - March 2017', '2017 TRID Seminar', '2017 CBS Benefits Day & HR Conference', '2017 Call Report Seminar', '2017 IRA's Made Easy Seminar', '2017 Spring Compliance Update Seminar', '2017 Credit Conference', '2017 Annual Convention', '2017 Regulatory Compliance School', and '2017 Regulatory Compliance School Alumni Update'. A link 'View My Event Registrations' is also available.
- Donations:** Last Donation: 1/10/2017 for \$100.00. Links for 'Make a Donation' and 'View My Giving History'.
- Career Center:** Resumes posted by you: 0; Jobs posted by you: 0. A blue arrow points to the 'Career Center' header. Links include 'Manage My Resumes', 'Post a Job', 'Search Job Postings', and 'View My Job Postings'.
- Discussions:** Last Post: -; Last Post Date: No Records Found.

From here, as an individual you can view any job postings that have been uploaded to the site. NOTE: Once you upload your resume, the Resumes Posted by You will change to one from zero.

If you are posting your resume for the first time to the site, I would suggest that you give the file name for your resume as your name and a date. That way if you need to update your resume, you can be sure the current one is uploaded. You would then click on Manage My Resumes (below is the screen you will be taken to).



You would then click on Create New Resume and be taken to the screen below. This is where the naming becomes important to have each version of your resume have a unique file name (thus using the date as an addition to your name). Click Browse to locate the file to be uploaded and click save.

The screenshot shows a web browser window displaying the NCBA MemberSuite interface. The browser's address bar shows the URL <https://ncba.ps.membersuite.com/careercenter/UploadResume.aspx>. The page features the NCBA logo and a navigation menu with items like 'About Us', 'Education', 'Publications', 'Community Bank Services', 'CICCAR', 'NCBA Foundation', 'Government Relations', 'Young Bankers', and 'Resources'. Below the navigation menu are buttons for 'Home', 'Online Store', and 'Upcoming Events'. The main content area is titled 'Your Resume Information' and contains the following fields and controls:

- ID:** A blue box containing a user ID.
- (back to Console):** A link with a user icon.
- Logout:** A link with a computer icon.
- Home >:** A link.
- Your Resume Information:**
 - Resume Name:*** A text input field.
 - Is Active:** A checkbox.
 - File:** A 'Browse...' button followed by the text 'No file selected.' and a warning: 'Any attempt to upload a file larger than 4MB will result in a system error!'
 - Save** and **Cancel** buttons.
- Tasks:**
 - [Go Home](#)

At the bottom of the page, there is a footer with the text 'Customize this Page Core Version: 4.17.1.31' and 'Association Management Software by MemberSuite'.

Should you need to revise your resume and upload another one, you would get the screen above and locate the new file and click save to update your resume.

If you want to see what jobs have been posted to the site, you would start at your individual log in screen and click Search Job Postings. Then click search

The screenshot shows a web browser window with the URL https://ncba-ps.membersuite.com/careercenter/SearchJobPostings_Criteria.aspx. The page features the NC Bankers Association logo and a navigation menu with items like 'About Us', 'Education', 'Publications', 'Community Bank Services', 'CICCAR', 'NCBA Foundation', 'Government Relations', 'Young Bankers', and 'Resources'. A secondary menu includes 'Home', 'Online Store', and 'Upcoming Events'. The main content area is titled 'Search Job Postings' and contains a 'Search Fields' section with a text input field and a 'Search' button. Below this is a 'Tasks' section with a 'Go Home' link. The footer includes 'Customize this Page', 'Core Version: 4.17.1.31', and 'Association Management Software by MemberSuite'.

The screenshot shows a web browser window displaying the NCBANKERS website. The browser's address bar shows the URL: https://ncba.ps.membersuite.com/careercenter/Search/JobPostings_Results.aspx. The website header includes the NCBANKERS logo and navigation links such as About Us, Education, Publications, Community Bank Services, CICCAR, NCBA Foundation, Government Relations, Young Bankers, and Resources. Below the header, there are buttons for Home, Online Store, and Upcoming Events. The main content area displays the search results for job postings. At the top of the results section, it says "Search returned 5 result(s)". Below this, there is a table with three columns: Company, Name, and Location. Each row in the table has a "(view)" link next to the Location column. The table contains five rows of job postings. Below the table, there is a "Tasks" section with two links: "New Search" and "Go Home".

Company	Name	Location
HomeTrust Bank	Commercial Portfolio Manager	(view)
F&M Bank	Computer Operations and Items Processing Manager	(view)
Alliance Bank & trust	Compliance Officer	(view)
First Carolina Bank	Teller/Customer Service Representative	(view)
First Carolina Bank	Teller/Customer Service Representative	(view)

You would then click on the word (view) beside the job posting you are interested in viewing.

The screenshot shows a web browser window with the following content:

- Browser Tabs:** Edit Event < North Carolina Ba..., MemberSuite, View Job Posting, CBS Benefits Day & HR Conf...
- Address Bar:** <https://ncba.ps.membersuite.com/careercenter/ViewJobPosting.aspx?contextID=e1668513-00d3-c2a7-dd57-0b3c89b4539c>
- Navigation:** Home > View Job Posting
- Job Title:** Commercial Portfolio Manager
- Employer:** HomeTrust Bank
- Description:**

The Commercial Portfolio Manager provides credit oversight assistance to Relationship Managers in the management of credit risk in assigned market(s) or regional commercial loan portfolio. This includes but is not limited to portfolio risk management support to ensure timely renewals, annual reviews, as well as assist in completion of action plans per the bank's policy.

This position will be tasked to partner with the Commercial Relationship Manager and Commercial Banking Associate to facilitate the gathering of financial statements and completion of covenant calculations, if applicable as well as monitoring of the risk ratings within an RM's portfolio.

The Portfolio Manager is charged with the analysis and underwriting of renewals and annual reviews for complex credit facilities. This position should have a strong dotted line to the Chief Credit Officer in terms of leveraging the bank's financial statement, annual review and covenant tracking & testing process along with the bank's portfolio monitoring approach with credits generally greater than \$500,000.00 (depending on complexity).

High level customer service support, recognition and advisory cross-selling efforts with the RM along with performing special projects are expected.
- EOE/Protected Veterans/Individuals with Disabilities:**

To apply, go to: <http://chm.the.taleo.net/chm01/ats/careers/requisition.jsp?org=HOMETRUSTBANKING&cws=1&rid=1033>
- Tasks:**
 - Apply to this Posting (disabled until you [upload a resume](#))
 - [Back to Search Results](#)
 - [Go Home](#)
- Page Footer:** Customize this Page Core Version: 4.17.1.31 Association Management Software by MemberSuite

If you are interested in sending your resume in response to this job posting, you would need to click on upload resume or follow the instructions on applying for the job (this example has a link to apply).

Our members can search the resumes that have been posted by individuals and individuals can search the job postings submitted by our members (if you have been assigned the access to do so). You would simply log into MemberSuite and look under the Career Center tab. If you want to search for resumes, click on Search Resumes. It will bring you to a screen that has Search Fields listed, click on Execute Search and it will populate a list of the resumes that have been uploaded to the Career Center in MemberSuite. If you want to search the job postings, you would click Search Job Postings. It will bring you to a screen entitled Search Job Postings and you would click on Search and it will show you the jobs that have been posted. You can also search job postings or resumes by using the key word search field in the job postings or resumes screens

Should you have any questions or need assistance in any way, please contact Vickie Bowers (vickie@ncbankers.org or 800-662-7044).