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# Add a new position

Add pertinent information for the position.

Field	Description
<b>Position Title</b>	Type the new job position's name.
<b>Position Description</b>	Type a description for the new job position.
<b>Add Position</b>	Save the new job position.
<b>Cancel</b>	Cancel and return to the previous page.

From:  
<https://help.ascendertx.com/careerportal/> - CP

Permanent link:  
<https://help.ascendertx.com/careerportal/doku.php/general/addnewposition?rev=1488819813>

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