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Job Positions

The Job Positions page allows you to create, edit, and delete job positions for your organization. A list of existing job positions is displayed in a grid on this page. When you post a job or when you link a job position to a department, you will select a position that is created using this page.

Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

Add or edit job positions

Job positions are added or edited using the Add New Position window.

Field	Description
Add New +	Open the Add New Position window.
Position Name	The position name.
Description	The position description.
Edit	Edit the position.
Delete	Delete the row. A confirmation message is displayed prompting you to continue. **OK**: Delete the row. **Cancel**: Cancel and return to the previous page.

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