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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.

The Position Name column can be

[sorted](#)

Sort columns at any time by clicking on a column's heading. Click the heading once to sort the grid information in ascending order. Click the heading again to sort the grid information in descending order.

Basic Navigation See [Navigation and Search](#) for more information about basic navigation and [search](#) options on the page.

[Return to Admin Tools](#) You can return to the [Admin Tools](#) page at any time by clicking **Admin Tools**.

Add job positions

Job positions are added using the **Add New Position** window.

Records Click **Records** to select the number of records to display.

- Click **Add New +** to open the **Add New Position** window.

Field	Description
Position Title	Type the new job position's name.
Position Description	Type a description for the new job position.

- Click **Add Position** to save the new job position.
- Cancel and return to the previous page.

Edit or delete job positions

- Click **Edit** to edit a row. The row will enter edit mode where all editable fields are underlined.
- Click on the field that you want to edit. An editor will open to make your edits.

- Click ✓ to exit the editor with your edits saved.
- Click X to exit the editor without your edits.
- Save your work.
- Cancel and return to the previous page.

Click Delete to delete a row. A confirmation message is displayed prompting you to continue.

Click OK to delete the job position.

Click Cancel to return to the Job Positions page.

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