

Table of Contents

Job Positions

1

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.
 - Click **X** to exit the editor without your edits.

- Save your work.
- Cancel and return to the previous page.
- Cancel and return to the previous page.

From:

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

Permanent link:

<https://help.ascendertx.com/careerportal/doku.php/jobpositions?rev=1487105998>

Last update: **2019/12/10 09:30**

