

# 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**.

[Records](#) Click **Records** to select the number of records to display.

## Add or edit job positions

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

| Field            | Description  |  |
|------------------|--|--|
| <b>Add New</b> + | Open the <a href="#">Add New Position window</a> .   |  |
|                  | <b>Add a new position</b>  |  |
|                  | Add pertinent information for the position.  |  |
|                  | <b>Field</b>   | <b>Description</b>                           |
|                  | <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.  |  |
| <b>Edit</b>      | 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. |  |
|                  | <b>Field</b>   | <b>Description</b>                           |
|                  | ✓  | Exit the editor with your edits.             |
|                  | X  | Exit the editor without your edits.          |
|                  | <b>Save</b>  | Save your work.                              |
|                  | <b>Cancel</b>  | Cancel and return to the previous page.      |

## Edit or delete job positions

- Click **Delete** to delete the row. A confirmation message is displayed prompting you to continue.
  - Click **OK** to delete the row.
  - Click **Cancel** to return to the previous screen.

From:

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

Permanent link:

<https://help.ascendertx.com/careerportal/doku.php/jobpositions?rev=1488488893>

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

