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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.

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 | | | | | | | | | | |
|------------------|---|-------|-------------|---|----------------------------------|---|-------------------------------------|-------------|-----------------|---------------|---|
| Add New + | Open the Add New Position window . | | | | | | | | | | |
| Edit | Edit the position 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. <table border="1"><thead><tr><th>Field</th><th>Description</th></tr></thead><tbody><tr><td>✓</td><td>Exit the editor with your edits.</td></tr><tr><td>X</td><td>Exit the editor without your edits.</td></tr><tr><td>Save</td><td>Save your work.</td></tr><tr><td>Cancel</td><td>Cancel and return to the previous page.</td></tr></tbody></table> | Field | Description | ✓ | Exit the editor with your edits. | X | Exit the editor without your edits. | Save | Save your work. | Cancel | Cancel and return to the previous page. |
| Field | Description | | | | | | | | | | |
| ✓ | Exit the editor with your edits. | | | | | | | | | | |
| X | Exit the editor without your edits. | | | | | | | | | | |
| Save | Save your work. | | | | | | | | | | |
| Cancel | Cancel and return to the previous page. | | | | | | | | | | |

Edit or delete job positions

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

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