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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.

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.

From:
https://help.ascendertx.com/careerportal/ - **CP**

Permanent link:
https://help.ascendertx.com/careerportal/doku.php/jobpositions?rev=1488819768

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