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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 .

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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