

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.

[Basic Navigation](#) See [Navigation and Search](#) for more information about basic navigation and [search](#) options on the page.

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 .
Position Name	The position name.
Description	The position description.
Edit	Edit the position .
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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