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Job Search

The Job Search page allows you to view and search for jobs from the home page. Available jobs are listed in a grid on this page. By default, all CareerPortal jobs are viewable. You will need a CareerPortal account to apply for a job from this page.

See CareerPortal Navigation and Search for more information on basic navigation and available search options.

Search and view jobs

The Job Search page provides several ways to search available positions.

- Columns that can be sorted at any time by clicking on a column's heading.
- A Search field that dynamically searches jobs using keywords.
- Search boxes or drop-down menus located within each column that help filter your search by column.

For fields viewable on this page, see the below table.

Field	**Description**	
Coop	Displays the coop that the position is posted for.	
Position Name	Displays the job title.	
Position Type	Displays the type of job (e.g. teacher, administrator).	
Description	Keywords	Displays the job summary and other key job information.
Days Left to Apply	Displays the number of days left to apply.	
records	Select the number of job posts to display.	

Filter your job search results

You can filter your job search results using the following options.

- ++Search

  Dynamically search all columns based on input typed into the field.

  *++++Grid Search

  Dynamically search a column based on input typed into the field.

  *++++Drop-down menus located within each column

Click **[v]** to select options for the column.

*++++Sort each column

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.

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View a Job

- Click View to view the job.
- Click your browser's back button to return to the Job Search page.

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