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# Posted Jobs

The Posted Jobs page allows you to view, edit, and delete posted jobs. Only jobs that you have [posted](#) or jobs that have been [shared](#) with you are available on this page. All posted jobs are displayed in a grid on this page. Columns can be [sorted](#) at any time by clicking on a column's heading or by using the [search boxes](#) and [drop-down menus](#) located within each column. You can view and [search](#) forms using the Search field.

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



**Note:** Members of the Super Admin group will see all posted jobs.

## View and search posted jobs

Columns can be [sorted](#) at any time by clicking on a column's heading. You can also view and [search](#) posted jobs using the **Search** field. Click **Records** to select the number of posted jobs to display.

| Column               | Description  |
|----------------------|--|
| <b>ID-Visibility</b> | Displays the job ID and its visibility status (see <a href="#">Step 1 - Position on the Post a Job</a> page).        |
| <b>Coop</b>          | Displays the coop that the job is posted under. Super Admins can view all posted jobs for the coops they administer. |
| <b>Position</b>      | Displays the job position title.   |
| <b>Department</b>    | Displays the department associated with a posted job.  |
| <b>Posted</b>        | Displays the date the job was posted.  |
| <b>Deadline</b>      | Displays the deadline for applying for a job.  |

- Click **View** to view the [job position details](#).
- Click **View Applicants** to navigate to the [Search Applicants](#) page where you can view applicants for a specific position.

## Edit or delete posted jobs

- Click **Edit** to edit a job post using the [Post Job Wizard](#).
- Click **Delete** to delete a job post. A confirmation message is displayed prompting you to continue.
  - Click **OK** to delete the job posting.
  - Cancel and return to the previous page.

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