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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.

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

**Records** Click **Records** to select the number of records to display.



**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.

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 page</a> ).
<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.

## View applicants or view, edit or delete posted jobs

Field	Description
<b>View Applicants</b>	Navigate to the <a href="#">Search Applicants</a> page where you can view applicants for a specific position.
<b>View</b>	View the <a href="#">job position details</a> .
<b>Edit</b>	Edit a job post using the <a href="#">Post Job Wizard</a> .
<b>Delete</b>	Delete the row. A confirmation message is displayed prompting you to continue. <b>OK:</b> Delete the row. <b>Cancel:</b> Cancel and return to the previous page.

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