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Search Jobs

The Search Jobs page allows you to view and search for jobs. Available jobs are listed in a grid on this page. By default, all CareerPortal jobs are viewable. You can filter your search to search for specific criteria. You can also save your searches for later viewing.

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.

Columns on the Search Jobs page

Column	Description
Coop	Displays the coop that the job position is posted for.
Position Type	Displays the job's department (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.

Filter your job searches

You can filter your job search results using the Search field or the search boxes and drop-down menus located within each column.

Field	Description
View	View the job on the Job Detail page.
GO BACK	Return to the previous page.

If you need greater control, you can fine-tune your job search results using one or more of the search boxes and drop-down menus located within each column.

Field	Description
Position Type	Select the type of position you are looking for using **[v]**.
Description/Keywords	Type keywords that match the job you are searching for.
View	View the job on the Job Detail page.
GO BACK	Return to the previous page.

Save your searches

Your searches can be saved for later viewing. A saved search saves the search parameters used to create the search. Your searches are saved to the Saved Searches page. You set search parameters by using the grid's search fields, the drop-down menus or the Search field.

Field	Description
Save Search	The Save Search window will open.

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