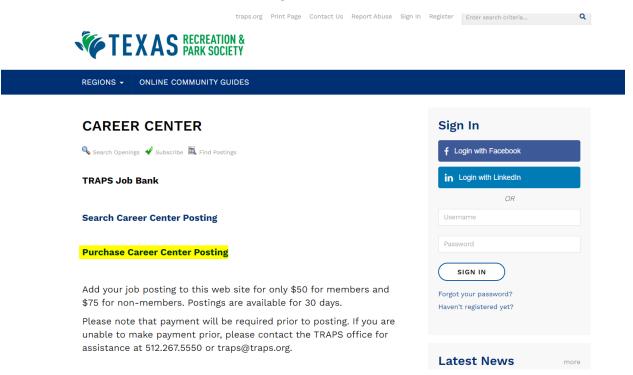
Posting a Job Posting on TRAPS website

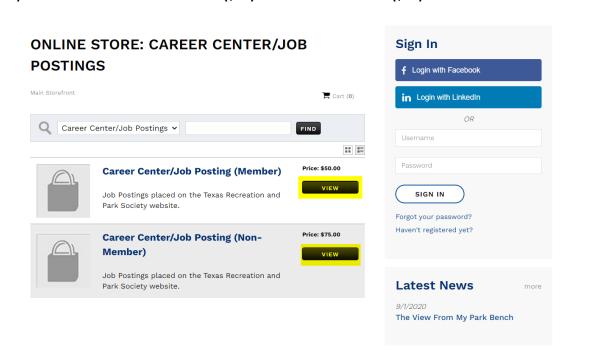
Note: You do not need to log into the website to purchase and create a post.

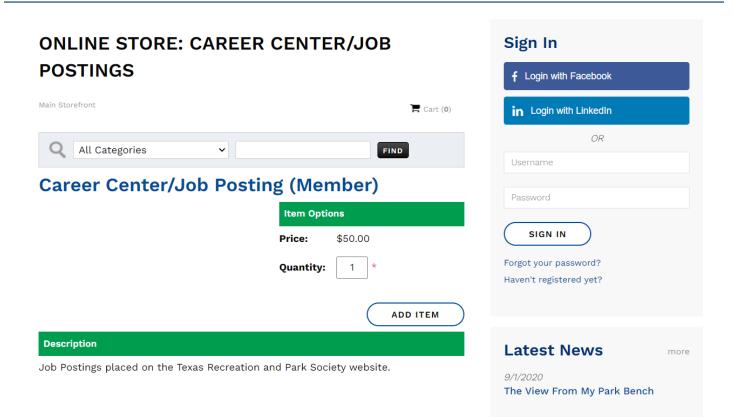
Payment prior to posting is required.

1) Select "Purchase Career Center Posting"

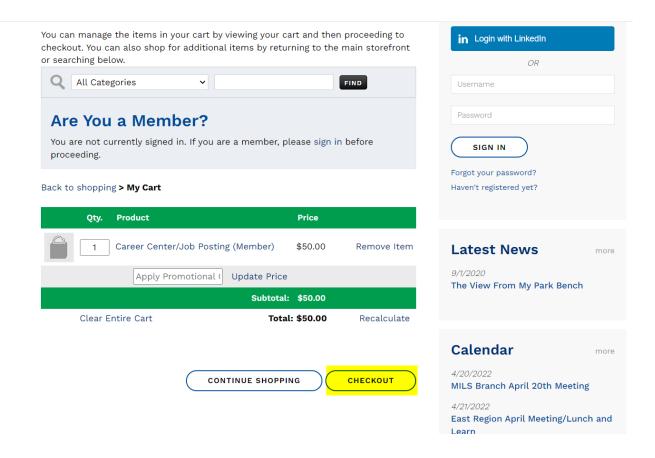


2) Select either the Member Rate (\$50) or Non-Member Rate (\$75)

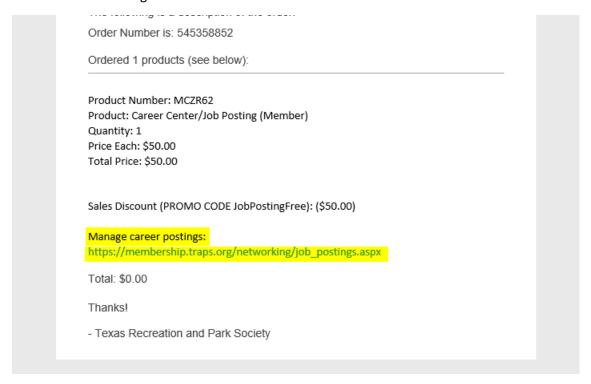




4) Select "Checkout" and complete the contact and billing information fields.

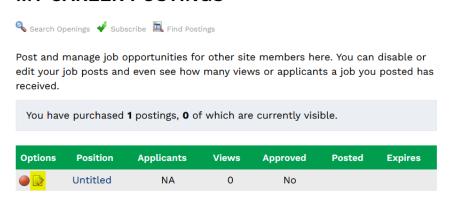


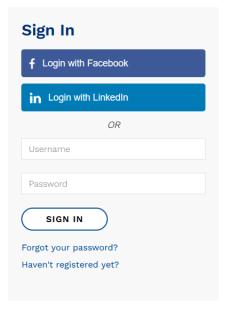
5) After your order is complete, you will receive an email. To create the job posting, select the URL after "Manage Career Postings"



6) On the "My Career Postings" listing webpage, select the paper and pencil to create the job posting.

MY CAREER POSTINGS





7) Complete the fields for the job posting and click "submit". Your posting is now active.

Note: Please verify that your posting is listed as "Status – Active". Contact the TRAPS office with any questions.

CAREER CENTER - SUBMIT AN OPENING



To post a current opening in the Career & Volunteer Center, please fill out the form below. In order to attract the best candidate, please be as thorough as possible with the job description. Contact information posted through this form will be visible to all registered members.

* Indicates a required field.

Position *	
Date Needed	(Format date: 12/31/1999)
Date Expires	N/A
Status	
Organization	
City	
Country	
Location	
Primary Category *	•
Additional Categories	Central
Hold CTRL (or open-apple on a MAC) while clicking to select multiple categories.	East North Out of State

