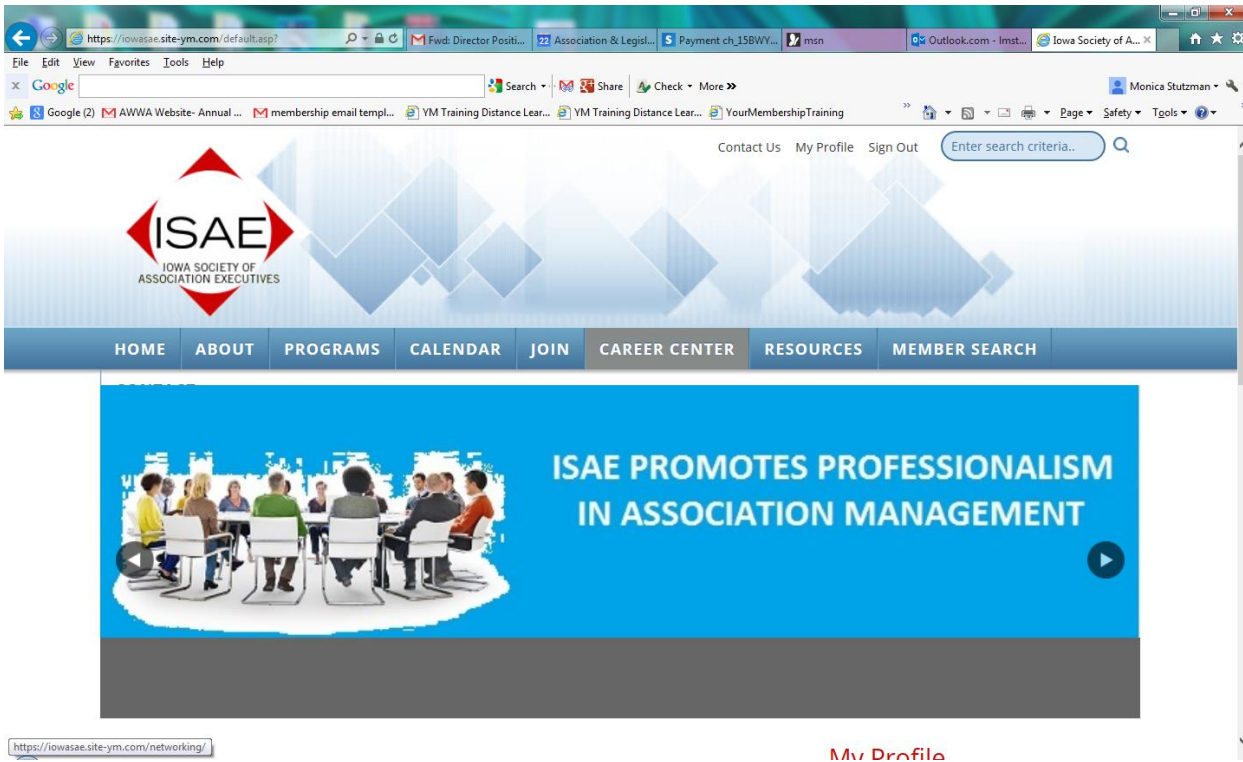


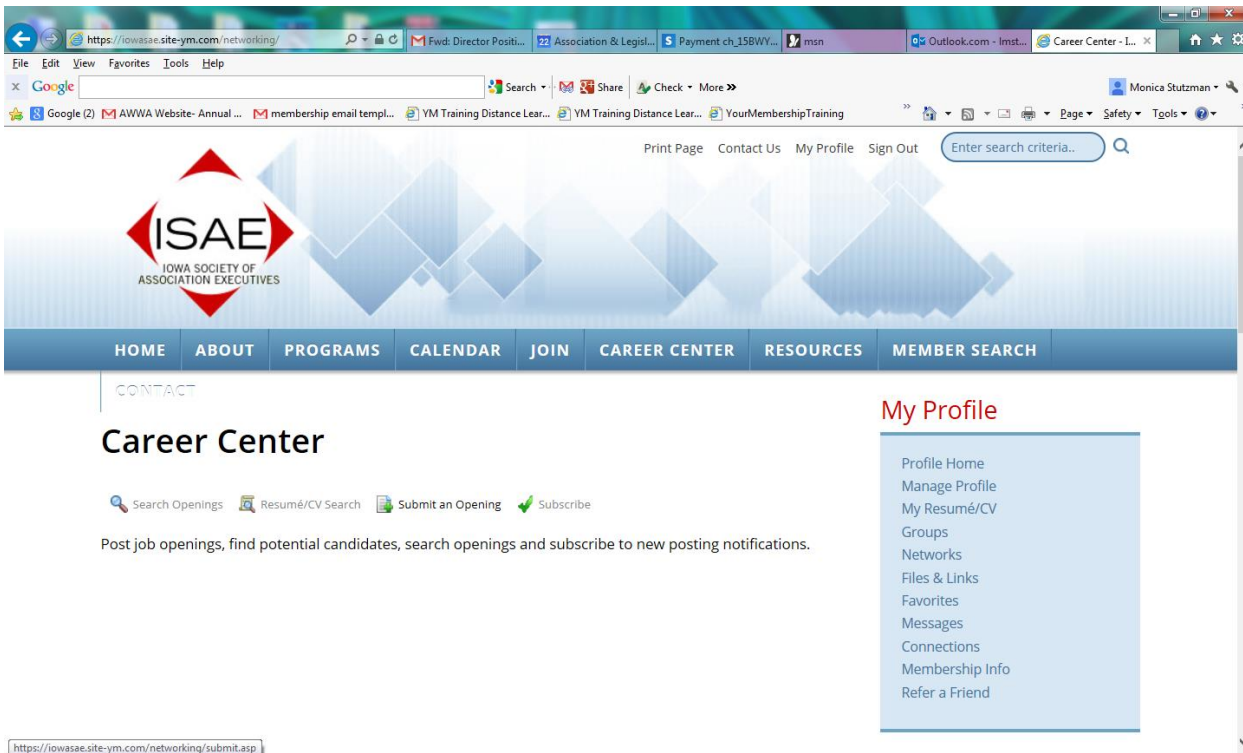
CAREER CENTER: How To Post a Job Opening

Members: Login to the ISAE website

Click on the Career Center tab on the tool bar towards the top of the page.



It will take you to the Career Center Page. Click on the icon with the green plus sign to Submit an Opening.



Complete all the fields and attach additional information such as who/how to apply and any description/details you wish to promote.

The screenshot shows a web browser window with the URL <https://iowasae.site-ym.com/networking/submit.asp>. The page title is "Career Center - Submit an Opening". The navigation menu includes HOME, ABOUT, PROGRAMS, CALENDAR, JOIN, CAREER CENTER, RESOURCES, and MEMBER SEARCH. The main content area has a "CONTACT" sub-header and a "My Profile" sidebar with links like Profile Home, Manage Profile, My Resumé/CV, Groups, Networks, Files & Links, Favorites, Messages, Connections, Membership Info, and Refer a Friend. Below the sidebar is a "Latest News" section with a post dated 9/10/2014 titled "ISAE Roundtable Sessions Are Great Education & Networking Opportunities!". The main form contains the following fields:

- Position *
- Date Needed (Format date: 12/31/1999)
- Post Opening *
- Status: Inactive Active
- Link to your profile? Yes, link this opening to my profile No
- Organization
- City
- Country
- Location

After completing the form, fill in the validation code and hit Submit. If you are a logged in member, you will receive automated notifications with regards to this posting.

This posting will then be pushed out in an email message to all the ISAE members who have selected that feature in their profile, as well as appear on under the Career Center listings.

The screenshot shows the bottom portion of the form. It includes a "Design" and "Preview" button with a word and character count of 0. Below this is a "Switch to Legacy Editor" link. A grey header reads "YOUR CONTACT INFORMATION". A note states: "This contact information is for administrative use only, it will **not** be included with the details of this opportunity or be otherwise publicly displayed in any way." The contact fields are:

- Your Full Name *: Monica J. Stutzman
- Your Email Address *: monica.stutzman@a-l-r.com
- Your Phone *

Below the contact fields is a "Validation Code:" section with the instruction "Answer this simple math question to confirm you are a human:". The question is $4 + 3 =$ followed by an input field and a "Get New Math Question" link. A red "SUBMIT" button is at the bottom. The footer contains the text "Promoting Professionalism in Association Management" and social media icons for Facebook, Twitter, and LinkedIn.