Career Center-Posting, Subscribing, and Searching

One you have logged into your NAEP account, you can begin posting or searching jobs.

The FAQ page will help answer any questions and guide you through the posting process.

Once you've logged in, the ‘Submit an Opening' button will appear. This is because job postings are tied to user account. This will provide you the ability to edit your postings, specific résumés, and can subscribe to the job center to receive email alert with a new opening is posted. In addition to submitting an opening, you may also search job openings.
To submit a job posting, fill in the required fields and any additional fields that will enhance your post. Contact information will be visible to all registered members.

* Indicates a required field.

**Position**

**Date Needed**

**Post Opening**

**Status**

**Link to your profile?**

**Organization**

**City**

**Country**

**Location**

**Primary Category**

**Additional Categories**

*Hold CTRL (or open-apple on a MAC) while clicking to select multiple categories.*

**Type of Position**

**Education Requirement**

**Experience Requirement**

**Salary**

**Allow online applications?**

You can include additional information you will need from a candidate.

**How to Apply / Contact**

*Please submit any additional information you will need from a candidate.*

You can also include the Description and details for the job posting. You cannot include an attachment, so simply paste and additional text.
Once you've filled in all of the appropriate fields, you will be asked to submit your contact information and click “submit.”

To search openings, fill in the appropriate fields and click the ‘search’ button. If you would like to view all openings, do not enter anything into the fields and click ‘search.’
Your search results will show job postings based on your search criteria. Now you can simply click on the job title to view the full description.

**NAEP Career Center - Search for Openings: Search Results - 6 Openings Found**

You searched for:

- Any Opening
- categorized as "Any Category"

*Click here to refine your criteria and search again »*

*Click the Primary Category or Organization to view additional results within that selection.

<table>
<thead>
<tr>
<th>POSITION</th>
<th>PRIMARY CATEGORY</th>
<th>ORGANIZATION</th>
<th>DATE POSTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Director Procurement Management Richardson, Texas</td>
<td>Procurement/Purchasing</td>
<td>The University of Texas at Dallas</td>
<td>6/24/2015</td>
</tr>
<tr>
<td>Associate Director - Procurement Services Boston, Massachusetts</td>
<td>Procurement/Purchasing</td>
<td>Northeastern University</td>
<td>6/16/2015</td>
</tr>
<tr>
<td>DIRECTOR OF PROCUREMENT Durham, New Hampshire</td>
<td>Procurement/Purchasing</td>
<td>University of New Hampshire</td>
<td>6/17/2015</td>
</tr>
<tr>
<td>Virginia Tech Assistant Director for Supplier Diversity Blacksburg, Virginia</td>
<td>Supplier Diversity</td>
<td>Virginia Tech</td>
<td>6/17/2015</td>
</tr>
<tr>
<td>Buyer Hattiesburg, Alabama</td>
<td>Procurement/Purchasing</td>
<td>The University of Southern Mississippi</td>
<td>6/11/2015</td>
</tr>
<tr>
<td>PROCUREMENT CONTRACTING OFFICER Davie, Florida</td>
<td>Procurement/Purchasing</td>
<td>Broward College</td>
<td>6/10/2015</td>
</tr>
</tbody>
</table>

After reviewing the position, you can apply by click on the ‘apply now’ button.

**Executive Director Procurement Management**

**Organization:** The University of Texas at Dallas  
**Date Posted:** 6/24/2015  
**City:** Richardson  
**Location:** Texas  
**Country:** United States  
**Primary Category:** Procurement/Purchasing  
**Type of Position:** Full-Time

**Description & Details**

**How to Apply / Contact:**

https://pa097.peopleadmin.com/applicants/jsp/shared/frameset/frameset.jsp?time=1433258122281

**Apply Now**
You can also search a specific a resumé/CV. If you know the ID, you can enter it and click ‘Quick Find.’ If not, you can fill in any of the search fields.

NAEP Career Center

Welcome to NAEP’s Career Center

Finding the right candidate to fill an important role at your institution can be a challenge! With NAEP’s new resource searching and posting jobs aims to help simplify your process.

Join NAEP’s Career Center to post vacant positions on your campus, find potential candidates, search current openings.

The search results will reflect the criteria that you entered.

Career Center - Resumé/CV Search

Search by criteria:

Keywords
City
Country
Location
Category

Selecting multiple categories (hold CTRL while clicking) will return records in any of the categories selected.

Willing to relocate
Desired Position Type
Level of Education
Relevant Experience
Resumé was updated

Search
Clear
Click on the résumé to view the full description.

**Resumé/CV Search**

You searched for:
- Any Resumé/CV
- categorized as "Any Category"

2 Records Found
Click here to refine your criteria and search again

<table>
<thead>
<tr>
<th>ID</th>
<th>NAME</th>
<th>PRIMARY CATEGORY</th>
<th>LAST UPDATED</th>
</tr>
</thead>
<tbody>
<tr>
<td>O9PEQ807W2RG</td>
<td>&lt;private&gt;</td>
<td>Procurement/Purchasing</td>
<td>6/23/2015</td>
</tr>
<tr>
<td>3AZN6U0596C2</td>
<td>&lt;private&gt;</td>
<td>Procurement/Purchasing</td>
<td>6/11/2015</td>
</tr>
</tbody>
</table>

When you subscribe to the job center, you will receive alerts based on the categories you subscribe to.

**NAEP Career Center - Search for Openings: Subscribe**

To receive an email alert when a new opening is posted, select the categories to which you would like to subscribe.
- Accounting
- Admin Services
- Auxiliary Services
- Contract Services
- Facilities Management
- Internship
- Inventory
- Other
- Procurement/Purchasing
- Shipping & Receiving
- Sourcing
- Supplier Diversity

Save My Preferences Cancel

If you are not a current NAEP member, you can purchase individual postings. You will be able to post job in the career center and have the ability to

**If you aren't a current NAEP member, you may purchase individual postings:**
- Non-Member 30 Day Posting
- Non-Member 60 Day Posting
- Non-Member 90 Day Posting

If you have any questions or need assistance, please contact Mark Polakow at mpolakow@naepnet.org or call 443-219-9411