



Submitting a Job Posting on AASC's Website

1. Visit AASC's website www.servicecoordinator.org
2. Hover over "Career Center" and click "Submit a Job"

The screenshot shows the AASC website interface. At the top right, there are links for 'CONTACT US', 'SIGN IN', and 'JOIN AASC', along with a search bar containing the text 'Enter search criteria...'. Below these are social media icons for Facebook, LinkedIn, Instagram, Twitter, and YouTube. The main navigation bar is dark blue with white text for 'HOME', 'ABOUT', 'EDUCATION & EVENTS', 'MEMBERSHIP', 'TOOLS & RESOURCES', 'AASC ONLINE', and 'CAREER CENTER'. The 'CAREER CENTER' dropdown menu is open, showing 'SUBMIT A JOB' and 'FIND A JOB' buttons. The main content area features a yellow banner with the text 'increase your knowledge and fulfill your CEU requirements' and a 'View the webinar schedule' button. To the right, there is a section for 'AASC live webinars' with a 'View the webinar schedule' button. Below the banner are three circular icons: 'ABOUT AASC AND OUR MEMBERS', 'PROFESSIONAL DEVELOPMENT', and 'WHAT'S NEW?'. The 'WHAT'S NEW?' section includes a 'NEW' badge and a 'Sign In' button. The 'Sign In' section has fields for 'Username' and 'Password', a 'SIGN IN' button, and links for 'Forgot your password?' and 'Create Profile'.

3. Fill out the fields with the information about your opening.

Submit a Job Opening

Career Center » Submit a Job

[Search Openings](#) [Submit an Opening](#) [Subscribe](#)

To post a current opening in the Career 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)

Post Opening *

Status

Organization

City

Country

Location

Primary Category *

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

Internship
Management
Other
Service Coordinator

Type of Position

Education Requirement

Experience Requirement

Salary

Latest News [more](#)

8/15/2016
New Nutrition Facts Labels and Older Adults

7/26/2016
Update on Section 202 Supportive Services Demonstration NOFA

Calendar [more](#)

9/14/2016
WEB091416 - Paranoia and Delusional Thinking in Older Adults

9/21/2016
WEB092116 - Domestic Violence 101

Note

Post opening drop down – If you select 30, 60 or 90 days, the job will appear on the AASC website for that amount of time. If you select “Until Filled,” the job will remain on the site indefinitely. If you would like to remove your posting, please contact khollingshead@servicecoordinator.org. You cannot remove or edit the posting once it has been submitted.

In the first text box, enter how the candidate should apply or contact you.

How to Apply / Contact
Please submit any additional information you will need from a candidate.

Home Insert

Font Name **B** *I* U A                              

Note that you can change the font using the tools on the Home tab...



...and add tables and hyperlinks using the tools on the Insert tab.



Enter your contact information in case we have any questions or clarifications about the job posting.

Your Contact Information

*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.*

Your Full Name *

Your Email Address *

Your Phone *

Validation Code:
Answer this simple math problem to validate your submission:

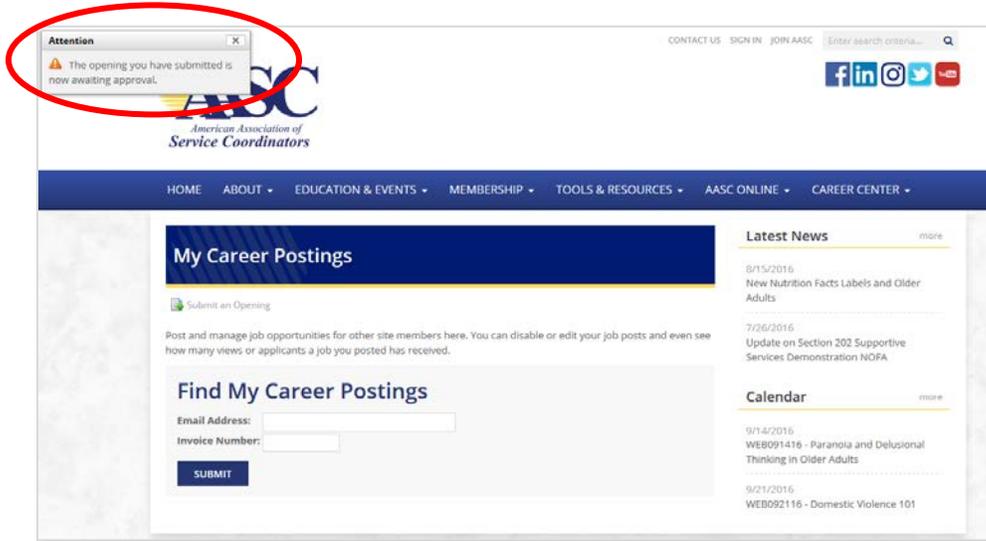
1 + 4 = [Get New Math Question](#)

SUBMIT

- Once you hit the “Submit” button, you will not be able to edit your posting. You may request that the posting be deleted by contacting khollingshead@servicecoordinator.org. You can then submit a corrected posting.

When you submit your posting, you should see the notification below. Your posting will be reviewed by AASC to ensure that it is appropriate for our members. Postings are generally reviewed within 48 hours.

Please note that you will not be able to search for your job posting by an invoice number (as listed on the page pictured below) as AASC does not charge for job submissions.



- Your posting will appear and can be searched after it is approved by AASC. To view it, hover over “Career Center” and click on “Find a Job.” Complete any of the fields on the search page or just click “Submit” to view all openings.

