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"

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

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

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In the second box, enter the job description and details.

Description & Details *

Home	Insert

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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.

4. 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.
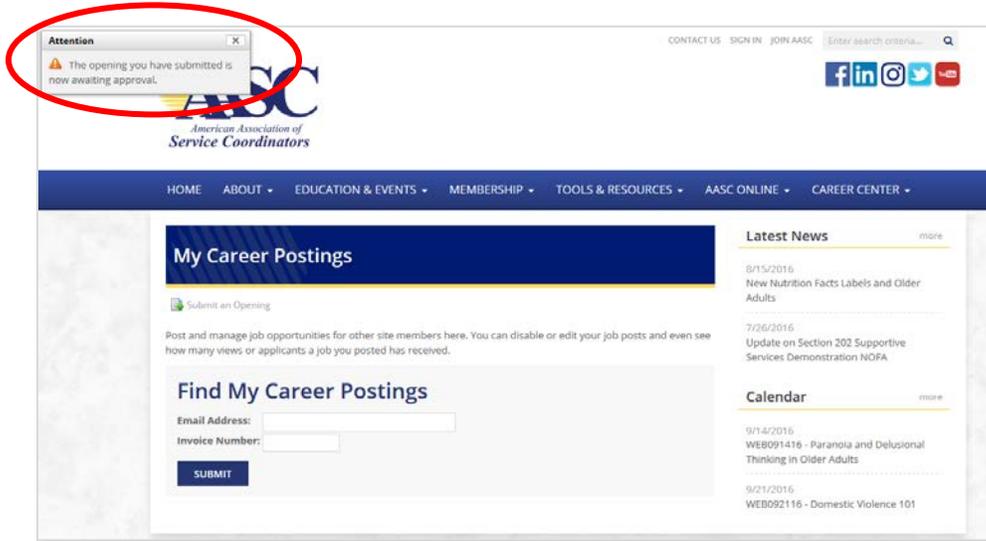
5. Your posting will appear and can be searched after it is approved by AASC. To view it, hover over "Career Center" and click on "Find a Job." Complete any of the fields on the search page or just click "Submit" to view all openings.