



To get started, click **Post A Job** at the top of the job board page.

The screenshot shows the top navigation bar of the AASFAA website. On the left is the ART logo. In the center, the 'POST A JOB' button is highlighted with a red rectangular box. To its right are 'EMPLOYERS' and 'JOB SEEKERS' dropdown menus. On the far right is a 'LOG IN' link. Below the navigation bar is a central login panel. At the top of this panel is a blue button labeled 'CONTINUE AS A GUEST'. Below it is the word 'OR' centered between two horizontal lines. Underneath is the text 'Please provide your email address to log in.' followed by a text input field labeled 'Email Address'. At the bottom of the panel is a dark grey button labeled 'NEXT' and a link that says 'Not a member? Join now!'.

## Log In

If you are not a member or admin, click continue as guest. If you are linked to a member institution, enter the email associated with AASFAA and click next.

## 1. Posting Your Job

In the Job Post Details area, you'll fill in the details for your job posting. As you begin to enter your Employer information and address, the job board will help by auto-filling that information to make the job posting process easier.

**Note:** the auto-fill pulls from Google. If you would like to overwrite the auto-filled info with your own address, just continue to type in the address you would like for your job posting.

Once you've filled in the details of your job posting, click **Preview** on the right to see a preview of how your job will display once it is posted.

The screenshot shows the 'Post A Job' form on the ART website. The form is divided into three sections: Job Post Details, Post Duration, and Payment Details. The Job Post Details section is active and contains the following fields:

- Job Title: Marketing Manager (17/100)
- Employer: MemberClicks (12/150)
- Employer Website: www.memberclicks.com (20/150)
- Address Line 1: 3495 Piedmont Road Northeast (28/250)
- Address Line 2: Bldg. 11, Ste. 800 (18/250)
- City: Atlanta (7/250)
- State: Georgia
- Zip Code: 30305
- Country: United States

There is also an 'Upload Employer Logo' button with the text 'Select a file (200px; jpg, gif or png)'. On the right side of the form, there is a 'Preview Job Post' section with a 'PREVIEW' button and the text 'Preview your post before you purchase.'

## 2. Post Duration

In the Post Duration area, you'll select the period of time your post should display on the job board.


**NOTE:** The job will be dropped from the board automatically after that 30, 60, or 90 days has passed.

The screenshot shows the 'Post A Job' interface. At the top, there is a navigation bar with the ART logo, a 'POST A JOB' button, and dropdown menus for 'EMPLOYERS' and 'JOB SEEKERS'. A 'LOG IN' link is on the right. The main content area is titled 'Post A Job' and features a progress indicator with three steps: 1. Job Post Details, 2. Post Duration (current step), and 3. Payment Details. Below the progress indicator, the text 'Select a Job Post Duration' is displayed, followed by a note: 'Be sure to log in to get the special member rate.' Three listing options are shown: '30 Day Listing' for \$100.00 (selected), '60 Day Listing' for \$150.00, and '90 Day Listing' for \$200.00. Below these is a 'FEATURED' option for an additional \$25.00. A blue 'Added' button is visible. A callout box titled 'Why upgrade to a Featured Listing?' lists benefits: 'Promoted at the top of the board', 'Highlighted Post', and 'Published to the Google Jobs Network'. On the right side, a 'Preview Job Post' section contains the text 'Preview your post before you purchase.' and a 'PREVIEW' button.

### 3. Payment

To complete your job posting, fill out your payment and credit card information. Once your payment is submitted, you'll receive a confirmation email and your job posting will go live on the job board immediately.

**NOTE:** If you aren't getting the membership pricing for which you are eligible, you are likely not logged in to the Job Board with your AASFAA account. To connect your account, go to Manage > Settings in the My Profile settings. You'll see a message to Connect your AASFAA account. Click Connect, log in with your AASFAA username/password, and you should see the pricing update based on your membership status. ***You must be an active member to post jobs. If you are part of an institutional membership that is not up to date, please contact your institution's Key Contact.***

POST A JOB EMPLOYERS ▾ JOB SEEKERS ▾ LOG IN

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#### Post A Job

1 Job Post Details 2 Post Duration 3 Payment Details

First Name \*  
Kasey 5/60

Last Name \*  
Speed 5/60

Company  
MemberClicks

Email \*  
kspeed@memberclicks.com 23/250

Confirmation will be sent to this email

Phone Number  
404-879-2800

(###) ### ####  
Card Number \*  
4111 1111 1111 1111

Expiration Date \*  
01 / 2020

CVV \*  
123

#### Order Summary

30 Day Listing	\$100.00
Featured Listing	\$25.00
<hr/>	
Discount Code (Limit 1)	
<hr/>	
APPLY DISCOUNT CODE	
<hr/>	
TOTAL:	\$125.00

#### Preview Job Post

Preview your post before you purchase.

PREVIEW