

How to Post a Position

To post a position, select the **Create New Posting** button underneath the **Employers** heading on the AAEA Employment page.

The screenshot shows two columns: 'Employers' and 'Job'. Under 'Employers', there is a description: 'Our new platform allows employers to post open positions on the site and browse the resumes of qualified candidates.' Below this are three buttons: 'View Job Seekers', 'Create New Posting', and 'How to Post a Position'. Under 'Job', there is a description: 'Current AAEA Member resumes to the online positions. Resumes c...'. Below this are three buttons: 'View', 'How to', and 'Job S...'. The buttons are dark red with white text.

You will be prompted to either log into your AAEA account, or create a new record by entering your email address.

The screenshot shows a login page with a 'Account' section on the left and a 'Job Posting' section on the right. The 'Account' section has links for 'My Account', 'Login', 'Forgot Password / Create Account', and 'Logout'. The 'Job Posting' section has a heading 'Job Posting' and a sub-heading 'Non-Member'. Below this are two radio button options: 'I am not a member of AAEA and do not have an account on the AAEA website' (selected) and 'I am a member of AAEA or I have an account on the AAEA website.' Below these are input fields for 'Username' and 'Password', a 'Remember Me' checkbox, and a 'Login Help' link. At the bottom is a 'Continue >' button.

After you have logged in, select the **Create New Job Posting** button to begin the position submission process.

The screenshot shows a table titled 'Your Job Postings'. The table has columns for 'Position Title', 'Status', 'Post Length', and 'P...'. Below the table is a button labeled 'Create a new job posting'.

After you have entered in the relevant information, select **Continue**. Please enter payment information when required.

Select **Submit**.