# How to Post a Job on the CAPCSD Website

Posting a job on the CAPCSD website is a benefit of membership. See instructions at the end of this document if you have not yet activated your membership on the CAPCSD website.

Members have access to post academic positions through their membership InfoHub login. The job board is available on the website for members and the public to view.

- Job postings are $100 each for up to 90 days.
- There is no limit to the number of jobs a program can post; each posting is $100.
- Programs can select any end date within the 90-day period.
- The fee is not prorated if the full 90-day period is not used.
- A job posting can be renewed for an additional 90 days for $100; to post one job for a year it would cost $400.
- A job posting cannot be switched out for another job posting during the three-month period.  For example, a program cannot advertise for a faculty position for 30 days and a clinic director for 60 days during the same 90-day period - these would be two separate posts.

When you login to your CAPCSD membership, select the **Job Board** tab on the left navigation bar near the bottom.
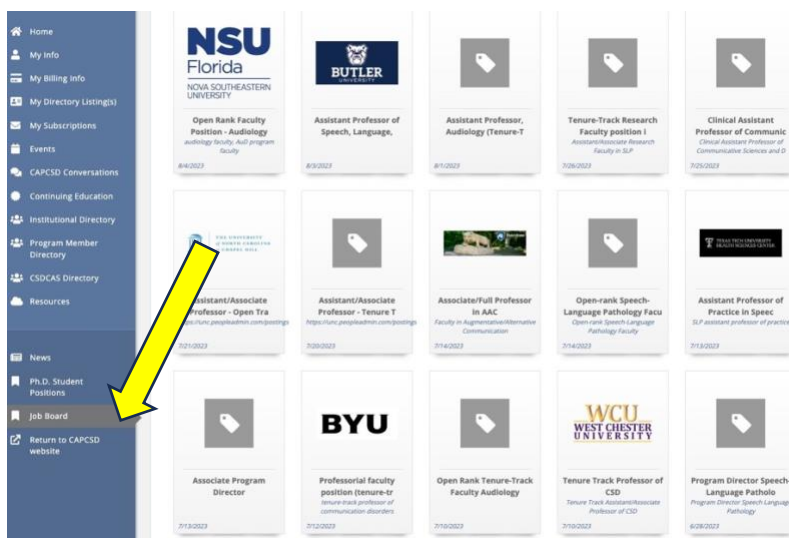
Look for the "Add" button at the top right-hand corner.
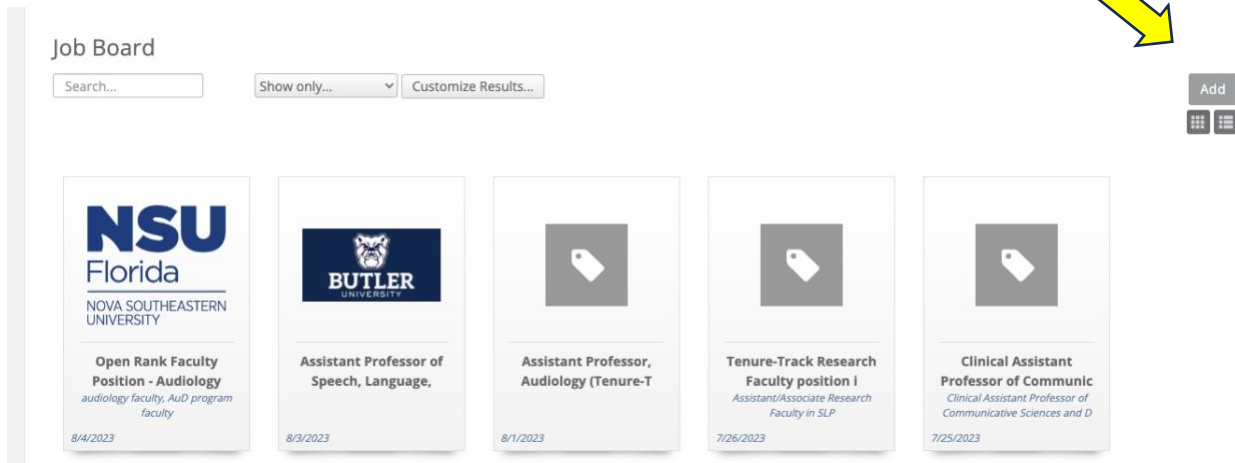


**Fill in the required information. The following are some tips to help you.**

**Title**: Job Title.

**Description**: This area can be formatted with bold, bullets, hard returns, etc.

**Search Description:** Please use the information from the Title field above.

**Categories**: Click for a drop-down. Multiple categories can be selected.

**Contact Email, Contact Phone, Instructions, Application Deadline, Contact Name, Contact Address**: Do not use hard returns, bullets, etc. in these areas - they will cause HTML coding to show up on the website posting. Use only periods and commas as separators. Alternatively, you can always place any of this information in "Description" section if formatting is preferred.

**Contact**: Name of the individual who is creating the job posting.

**Posted by**: Choose the University Name, not the Program Director's name.

**Publishing package**: Choose member/non-member fee.

**Publish Start Date:** Should auto populate with the date**.**

**Publish End date**: Leave blank, this will populate when you choose the publishing package.

**How to Add Your Logo:**

To have your university appear with your listing on the Job Board page, click on the grey box with the white tag under the Search Results Image box. Use the **large** grey box to add an image to the description portion of the job posting. The image will appear there with any text and formatting you added in the step above.



Once you are satisfied with your job posting. You MUST have the publishing package chosen to move to the next step. Go to the Payment information section at the bottom of the page. Fill out the credit card information and click Pay Now.

Your job posting is complete and will be listed as pending until it is released for posting on the CAPCSD website typically within two days.

If you have questions or need assistance, contact admin@capcsd.org.