

HOW TO POST A JOB OPENING ON AESA'S JOB CENTRAL WEBPAGE & MY MEMBERSHIP PORTAL

GETTING STARTED:

To post job openings, you **must** have login credentials for the **AESA My Membership Portal**.

Step 1: Confirm Your Portal Access

If you are unsure whether you already have a profile in AESA's member portal, **contact Ann Fiene** to verify your access.

Step 2: Create Your Login Credentials

If you do not already have login credentials, **Ann Fiene will send you an email invitation** with instructions to create your AESA My Membership account.

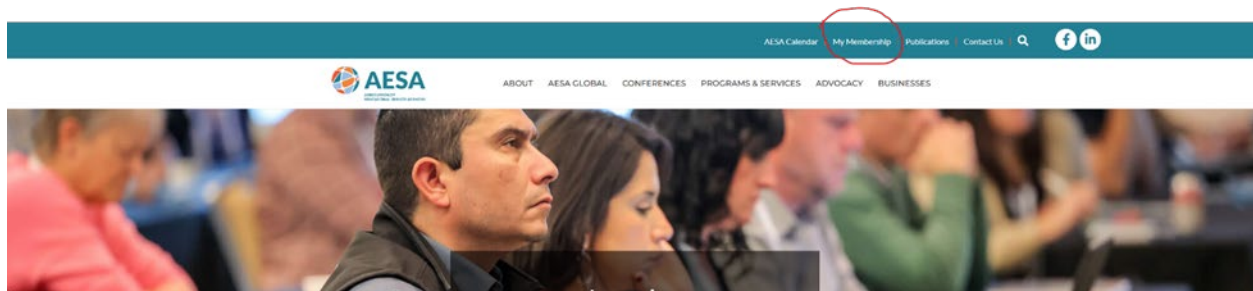
Once your login credentials are established, you may proceed with posting job openings.

POSTING THE JOB OPENING:

Follow the steps below to submit a job posting through the AESA My Membership portal.


Step 1: Access the AESA Website

- Go to the AESA website.
- Click **"My Membership"** in the top navigation menu.



Step 2: Log In

- Log in to the **AESA My Membership** portal using your established credentials.



AESA
ASSOCIATION OF
EDUCATIONAL SERVICE AGENCIES

My Membership Login for
Association of Educational Service Agencies | AESA

Username

Password

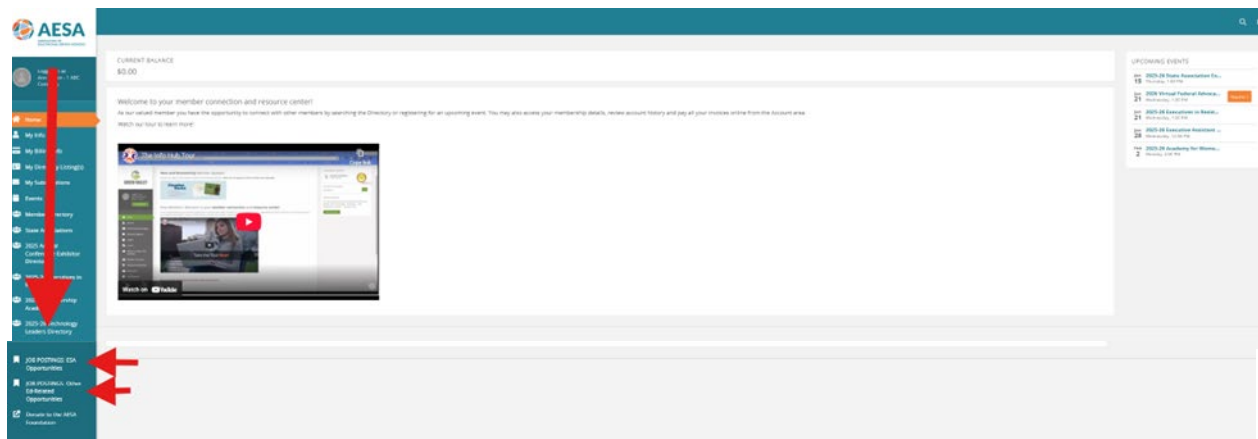
[Forgot your Username or Password?](#)

☐ Remember Me

[Sign In](#) [Don't have an Account? Create One](#)

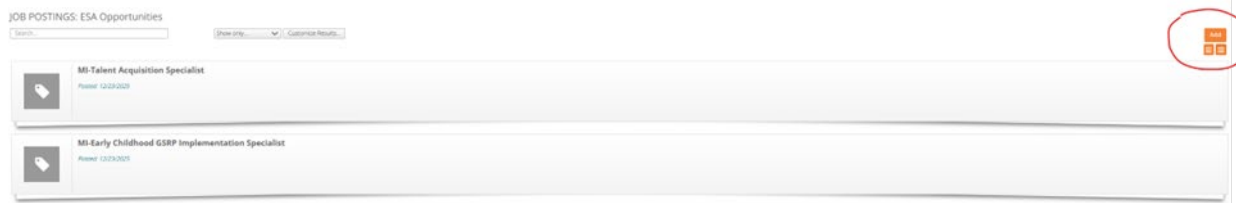
Step 3: Navigate to Job Postings

- In the left-hand navigation menu, scroll down to **“Job Postings.”**
- Select the appropriate category:
 - **ESA Opportunities** – for Educational Service Agency positions
 - **Other Ed-Related Opportunities** – for positions in other education-related organizations



Step 4: Add a New Job Posting

- On the **Job Posting** page, click the orange **Add** button in the upper-left corner.



- You will be directed to the **“Submit a New Educational Service Agency”** or **“Other Education-Related Opportunities”** page.
Select the appropriate option and complete the online form using the guidance below.

Step 5: Complete the Online Form

Field	What to Enter
Title	Two-letter state abbreviation followed by the job title (example: <i>TX – Executive Director</i>)
Description	Description of the organization and position
Search Description	Short description that will display on the job listings page
Organization	Name of the hiring organization
Application Deadline	Date applications are due
Learn More About This Job Posting	Upload a PDF of the full job posting or brochure
Posted By	Select your organization from the dropdown menu
Publish Start	Date the posting should appear on AESA Job Central & member portal
Publish End	Date the posting should be removed (application deadline)
Search Result Image	Upload an image to display with the job listing

- Click **“Submit.”**

Step 6: Approval and Posting

- Your submission will be forwarded to an AESA staff member for review and approval.
- Once approved:
 - You will receive an automated confirmation email.
 - The posting will appear in the **AESA My Membership** portal and on the **AESA Job Central** webpage.