

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.

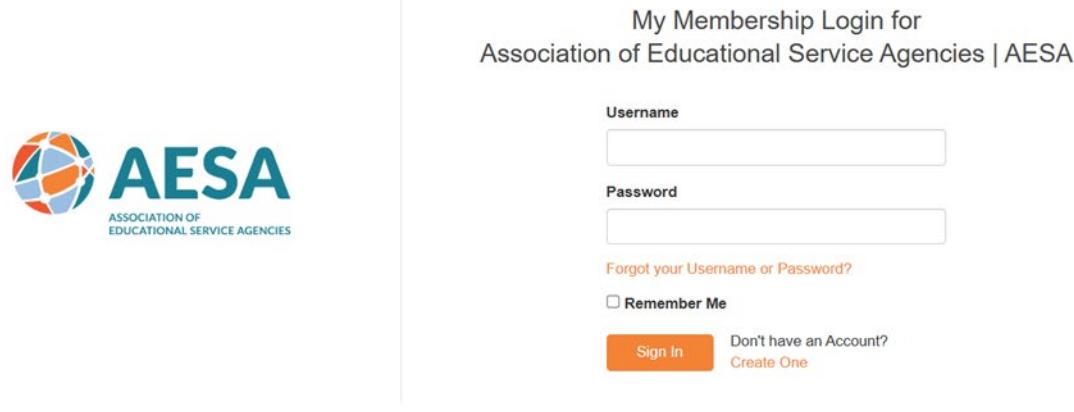
Step 1: Access the AESA Website

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



Step 2: Log In

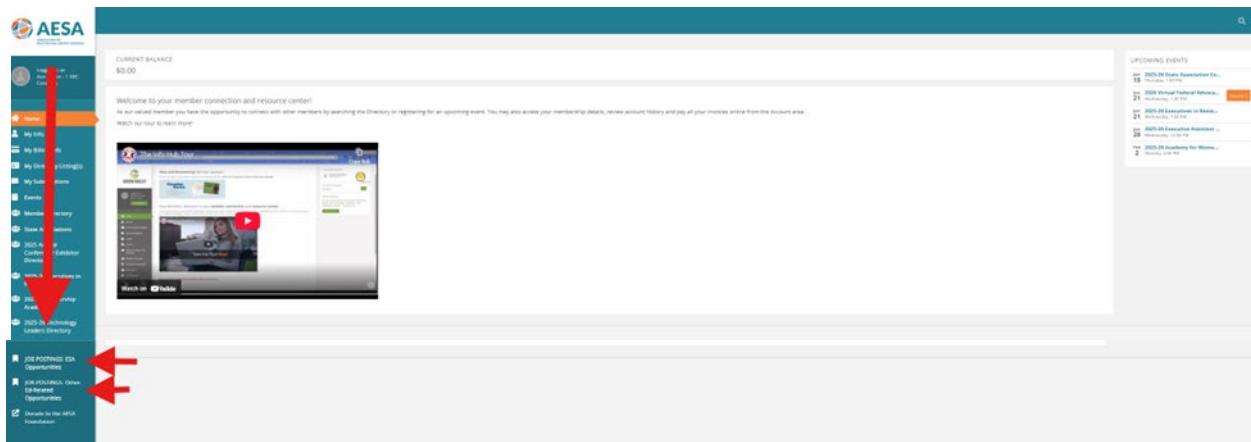
- Log in to the **AESA My Membership** portal using your established credentials.



The image shows the 'My Membership Login' page for the Association of Educational Service Agencies (AESA). The page features the AESA logo and the text 'My Membership Login for Association of Educational Service Agencies | AESA'. It includes fields for 'Username' and 'Password', a 'Forgot your Username or Password?' link, a 'Remember Me' checkbox, and 'Sign In' and 'Create One' buttons. The background is white with a light gray sidebar on the left.

Step 3: Navigate to Job Postings

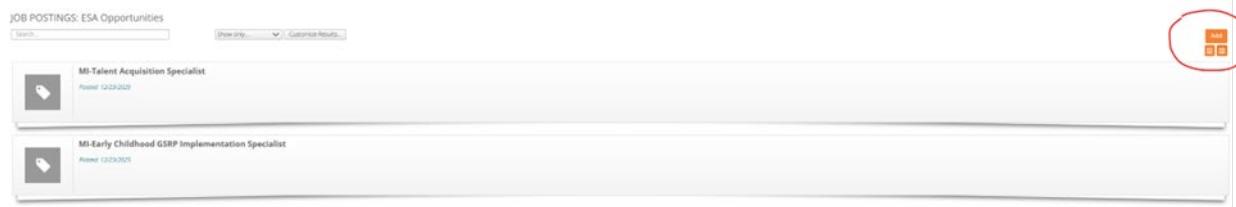
- In the left-hand navigation menu, scroll down to **“Job Postings.”**
- Select the appropriate category:
 - ESA Opportunities** – for Educational Service Agency positions
 - Other Ed-Related Opportunities** – for positions in other education-related organizations



The image shows the 'Job Postings' section of the AESA My Membership portal. The left sidebar is highlighted with a red arrow pointing to the 'Job Postings' link. The main content area displays a video player for a 'Job Posting: AESA Academy' and a list of 'UPCOMING EVENTS' on the right. The 'Job Postings' link is also highlighted with a red arrow.

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.