



## AOCA Job Board How to Submit a Job Posting

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

POST A JOB EMPLOYERS ▾ JOB SEEKERS ▾ LOG IN

CONTINUE AS A GUEST

OR

Please provide your email address to log in.

Email Address

NEXT

Not a member of American Osteopathic College of Anesthesiologists?  
[Join now!](#)

[Create an account](#)

### Log In

If you are not a member, click continue as guest. If you are a member or returning employer, enter your email 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.

POST A JOB EMPLOYERS ▾ JOB SEEKERS ▾ MANAGE ▾ LOG OUT

#### New Job Post

1 Job Post Details 2 Post Duration 3 Payment Details

Job Title \*  
Marketing Manager 17/100

Employer \*  
MemberClicks 12/150

Employer Website  
http://memberclicks.com 23/150

Remote

Address Line 1 \*  
3495 Piedmont Road Northeast

#### Preview Job Post

Preview your post.

PREVIEW



## 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.

Featured Listings will be prioritized at the top of the job board highlighted in yellow.

POST A JOB EMPLOYERS JOB SEEKERS LOG IN

New Job Post

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Selection listing options for the following post: Marketing Manager MemberClicks NaN Lexington, KY Application Deadline: N/A Quick Apply

Be sure to log in to get the special member rate.

<input type="radio"/> 30 Day Listing	\$250.00
<input type="radio"/> 60 Day Listing	\$450.00
<input type="radio"/> 90 Day Listing	\$700.00

Preview Job Post

Preview your post. PREVIEW

## 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 AOCA user account. To connect your account, go to Manage > Settings in the My Profile settings. You'll see a message to Connect your account to the AOCA. Click Connect, log in with your AOCA username/password, and you should see the pricing update based on your membership status.

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New Job Post

1 Job Post Details 2 Post Duration 3 Payment Details

First Name \* John 4/60  
Last Name \* Doe 3/60  
Company  
Email \* johndoe@gmail.com 17/250  
Confirmation will be sent to this email  
Phone Number  
(##) ### ####  
Card Number \*  
Expiration Date \*

Order Summary

30 Day Listing	\$150.00
Discount Code (Limit 1)	
APPLY DISCOUNT CODE	
<b>TOTAL:</b>	<b>\$150.00</b>

Preview Job Post

Preview your post. PREVIEW