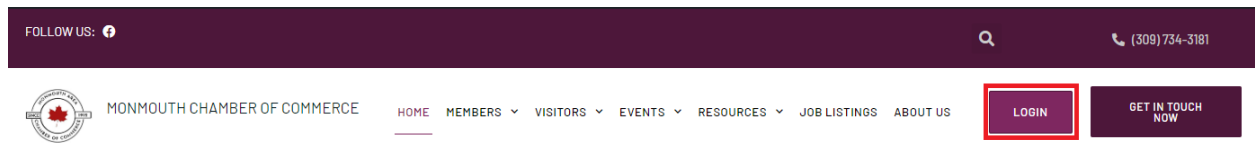# Adding Job Listings To Info Hub

STEP ONE

Go to the [Monmouth Area Chamber of Commerce website](#) and click on **Login**.

STEP TWO

Type in your username and password and click on **Sign In**.

STEP THREE

In your left panel, scroll down until you see **Jobs** and click on it.
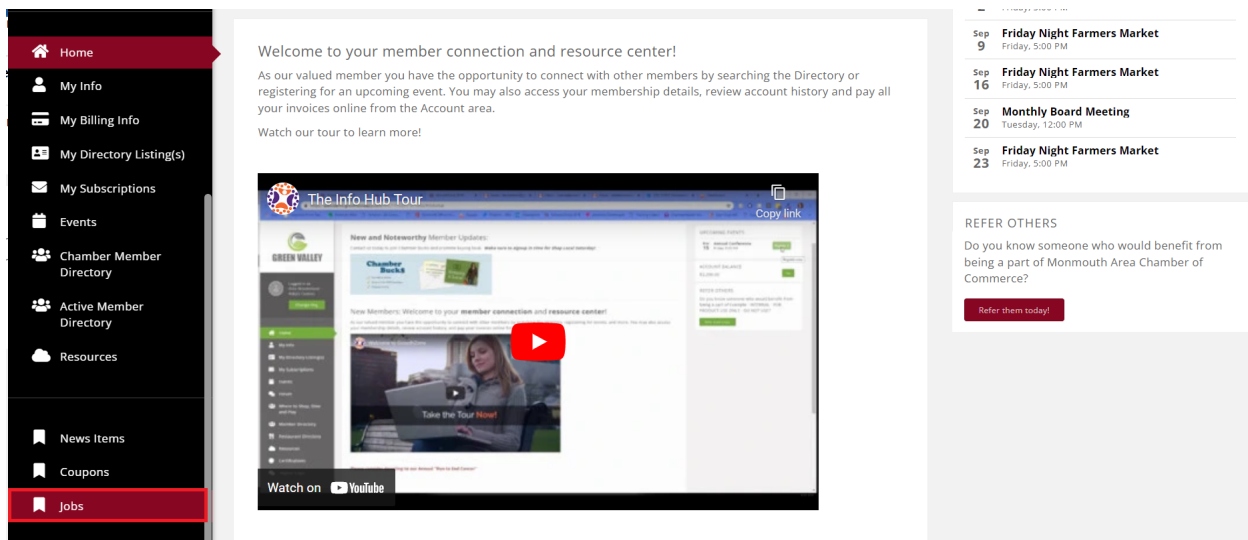
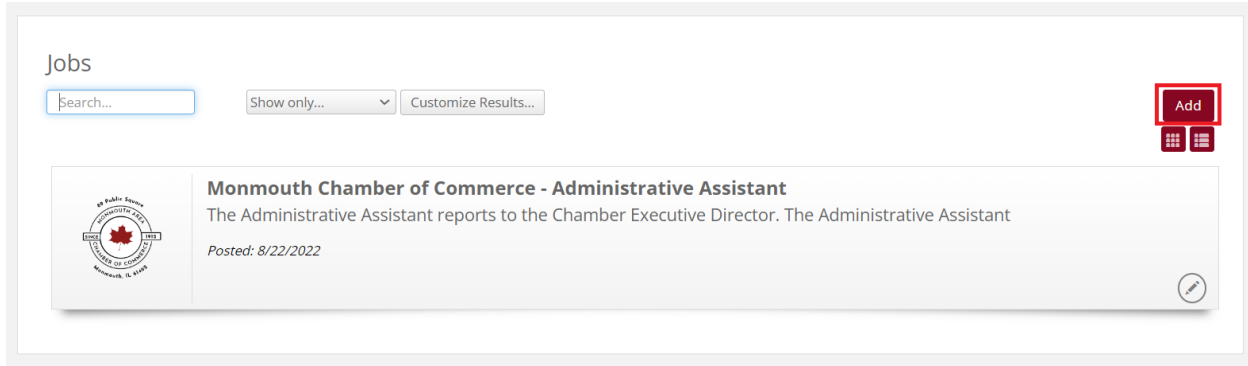Click on the **Add** button.

In this screen, you will setup the following:

- **Job Title:** This information is on the top of any job position that has been listed.
- **Description:** This is the full description of the job you are listing
- **Search Description:** This is a short description of the job position and can be seen in the preview where all jobs are listed.
- **Job Type:** You can specify between part time, full time, contract, internship, seasonal and volunteer.
- **Educational Level:** Here you can choose between High School, Associates Degree, Bachelor's Degree, Masters, and Doctoral
- **Experience Level:** The options here are Entry Level, Mid to Senior Level, Director, and Executive.
- Job Function: This is the department of the job position. If the department you want to choose is not listed here, feel free to send an email to director@monmouthilchamber.com and we will have it added for you.
- **Contact:** In this option, you can select other people within or outside of your organization to edit the job position if needed.
- **Publish Start and End Date:** Here you specify the day the job position will be available and until when.
- **Search Results Image:** Upload your logo here so people can see it while navigating through job listings.

- **Other Images:** Here you can upload more pictures related to the job position you are listing.

Submit a new Job

Title

Description

B *I* U̲ S̶ Xᵢ Xˡ A▾ TI▾ ⬡ ☺ ¶▾ ☰▾ ☷ ☲ —

🔗 🖼 ⊞ ↺ ↻ ⬥ ➤

Search Description

Job Type

-- Select as many options as apply -

Education Level

-- Select as many options as apply -

Experience Level

-- Select as many options as apply -

Job Function

-- Select as many options as apply -

Contact (can edit)

Search

Posted by (displayed publicly)

Monmouth Area Chamber of Commerce ⌄

Publish Start

08/31/2022

Publish End

mm/dd/yyyy

Search Results Image

Other images

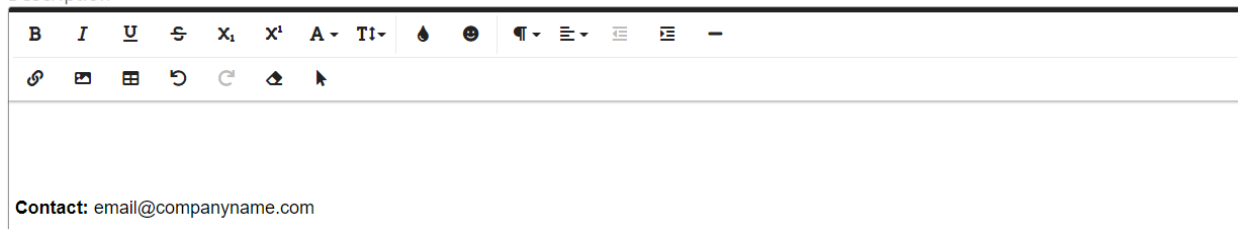➕ Add Image

Submit

STEP FIVE

Here are some tips to fill out this form:

In **Job Title**, make sure you include the company name in front of the job position.

Submit a new Job

Title

Your Company Name - Financial Analyst

In **Description**, you can either type in or copy and paste the full description of the job position. **But make sure you type in the contact information at the end of it.**

Description

Contact: email@companyname.com

In **Search Description**, type in a short description of the job position. Try to summarize it in one sentence or two.
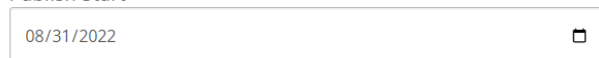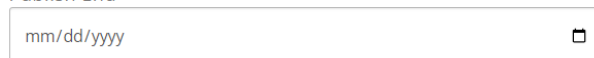
Search Description

In **Publish Start and End Date**, make sure you select the right dates. The job position will only be available on the date you have chosen as **Start Date** and it will automatically be taken off on the date chosen as **End Date**.

Publish Start

08/31/2022

Publish End
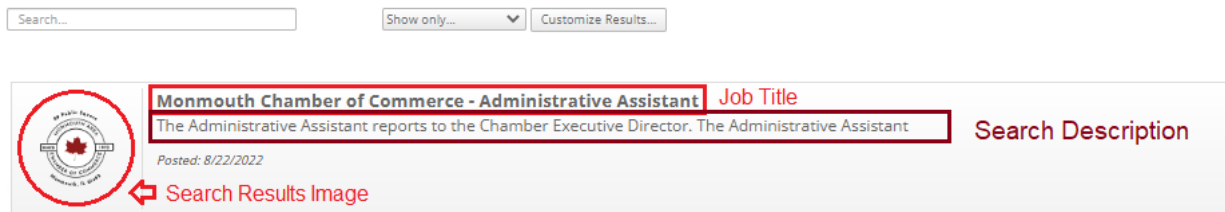
mm/dd/yyyy

If you follow these basic steps, your job listing will be crystal clear for people wanting to apply for it.

STEP SIX

For you to understand better how each field will look like, I am including a few screenshots.

In the list format, this is how the information appears:

In the thumbnail format, it will look like this:

Search Results Image

Job Title

Search Description

To switch back and forth between these two view types, you can use the buttons located in the upper right corner of the Jobs Page.

List Format

Thumbnail Format

STEP SEVEN

After you have added all the info, click on **Submit.** Your job listing will be sent to the Monmouth Area Chamber of Commerce and when it's approved will be listed. Usually, job listings do not take more than 24h to be approved.