

Post a Job Page Instructions

www.georgialibraries.org/jobslst

HAVE AN ACCOUNT?

Sign in if you already have an account. If you don't, the system will automatically create an account for you when you post a job.

YOUR EMAIL

Enter your email address. *(If you're a first-time user, the system will use the local-part of your email address (the part before the @) as your username. Your password will be emailed to you.)*

JOB TITLE

Enter the title of the position.

LOCATION

Enter the library/library system name and city/state.

JOB TYPE

Choose from the drop down menu (full time, part time, etc).

DESCRIPTION

Enter all details of the job, including:

- Start Date
- Salary
- Certification Required? Yes or No
- Type of Library (Public, Academic, etc)
- Qualifications
- Job Duties
- Application Instructions
- Any special instructions

APPLICATION EMAIL/URL

This is where applicant should apply or submit application materials.

COMPANY DETAILS

COMPANY NAME

Your library/library system name

WEBSITE

Enter your website beginning with "http://www."

TAGLINE

Optional

VIDEO

Optional

TWITTER USERNAME

Optional

LOGO

Image size cannot exceed 2mb and/or 200px wide