GEORGIA PUBLIC LIBRARY SERVICE JOBS BOARD ::

INSTRUCTIONS OVERVIEW

JOB BOARD WEB ADDRESS: WWW.GEORGIALIBRARIES.ORG/JOBSLIST

On this jobs page, you'll see a link to **SUBMIT JOBS**, as well as a link to the **DASHBOARD**.

- Instructions to **SUBMIT JOBS** are below.
- Once logged into the **DASHBOARD**, you can see your posted jobs, make edits or delete existing posts.

PLEASE NOTE:

JOB EXPIRATION
All job posts automatically expire 45 days after posting, whether you set an expiration date or not.

SALARY INFORMATION
We encourage employers to include a salary or salary range with all job posts. Unpaid internships are not allowed.

Job Page Instructions

www.georgialibraries.org/jobslist

To post a job, click the red "submit a job" button near the top of the page and follow the prompts.

CREATING AN ACCOUNT

The system will automatically create an account for you when you create your job post. Just enter your email address and a password of your choosing when posting a job. The system will use the local-part of your email address (the part before the @) as your username.

POSTING A JOB

You can copy and paste your job details directly into the ad. Just be sure to include all of the relevant details.

This section provides details on some of the fields you'll need to complete while posting a job.

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.)*

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

Updated August 2021

This is where applicants should apply or submit application materials.

COMPANY DETAILS

COMPANY NAME
Your library/library system name

WEBSITE
Enter your website beginning with "https://www."

TAGLINE
Optional

VIDEO
Optional

TWITTER USERNAME
Optional

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