



## Advertising a Job with ACEM

You may have noticed that our [job advertisements](#) look different. In an effort to improve user experience and to increase the number of people that view our job advertisements, we now include all the information that used to be on a linked PDF right on the page. The information you now need to supply to us is below, with some required fields, as well as some additional fields that you are welcome to fill out, or to leave blank.

### Required Fields

|  |  |
|--|--|
| Job Title  |  |
| Description of the job (no more than 340 characters)   |  |
| Employer   |  |
| Which of the following does your job fit into (must select one): <ul style="list-style-type: none"> <li>• Voluntary</li> <li>• Paid Position</li> <li>• Contract</li> <li>• Permanent Part Time</li> </ul> |  |
| Body text of the job advertisement   |  |
| State job is located in  |  |

### Non-mandatory Fields

(If you don't want these fields shown, or don't have information for these fields, it is ok to leave blank)

|   |  |
|---|--|
| Number of positions   |  |
| Attach a position description in PDF format (this can be included in your email response) |  |
| Salary  |  |
| Position closing date (if there is one)   |  |