

Job Board Listing

How do I create a job board listing?

1. Login to the ATA website
2. Navigate to Job Board on the green banner of the home page
3. Select the correct option (Post a position Vacant **or** Post a Position Wanted)
4. Use the drop down menu to select the correct option
5. Fill in the job details by clicking on **Add Listing**
6. Add your school logo (if applicable)
7. Follow the prompts on the screen to navigate to the payment screen (non-members will be required to pay here)
8. Agree to the terms and conditions and click Submit

Our team will notify you when your job is live

How do I update and track my job board listing?

1. Login to the ATA website
2. Navigate to My Portal
3. Locate **Job Board** on the left hand side menu
4. Click on **Manage your Jobs**. Here you will see your current, live job board notices