

Career Center

CSAWWA is thrilled to offer our members a dynamic Career Center for members to post job openings! These instructions guide you through the steps to set up your posting, which must be approved by our staff prior to going “live”.

How to Post a Job Opening

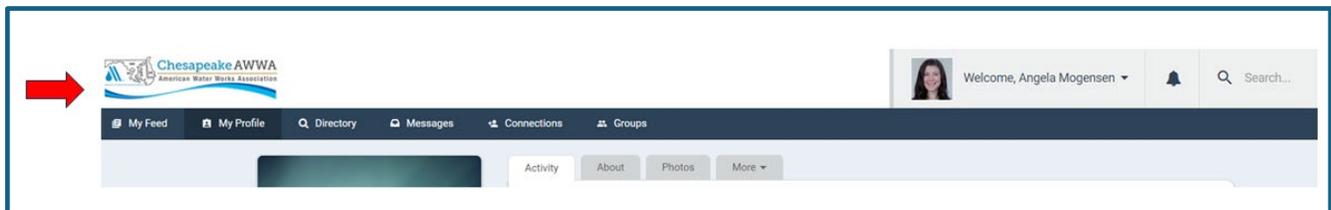
You must be a CSAWWA member to submit a job opening and you must be logged in to your account. If this is your first-time logging into the system, please go to the Member Login Instructions – First Time document.

Access from Member Portal

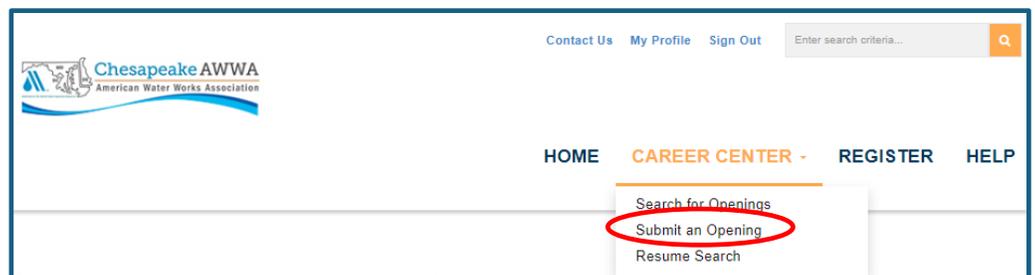
Go to the [Member Portal](#) and login. *You must be logged in to submit an opening.*



Signing in from the Member Portal will land you on your Profile pages. To get back to the Member Portal, select the CSAWWA Logo in the upper left corner.

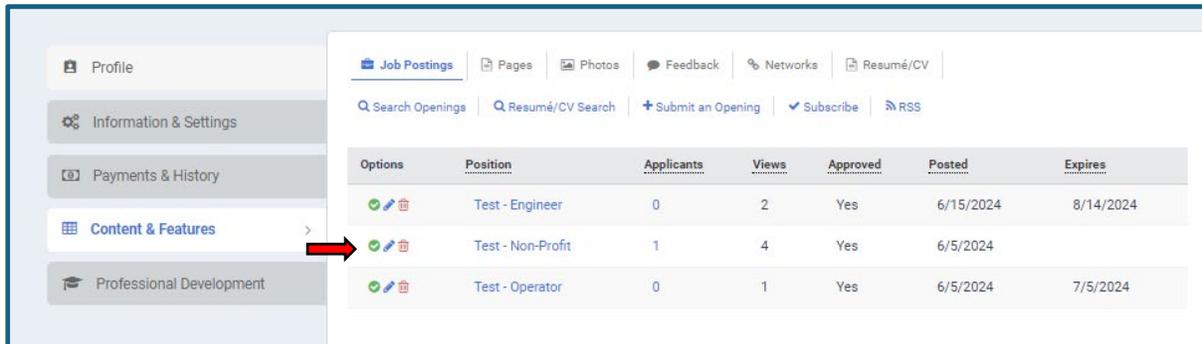


Once back in the Member Portal, go to the Career Center dropdown and select **Submit an Opening**.

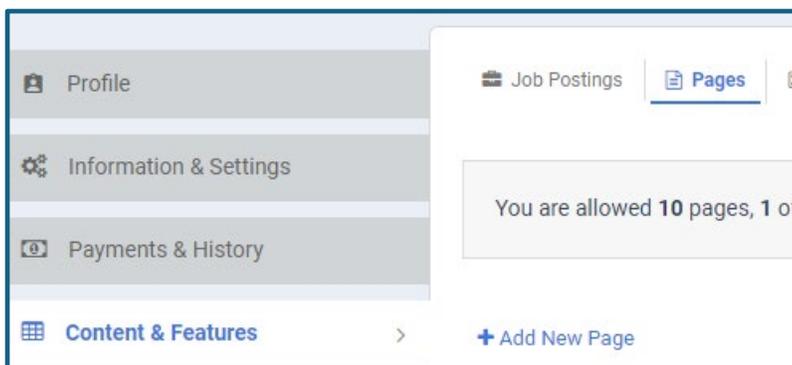


Fill out the form fields.

- a. You will be able to select the length of time that your opening will remain active (30 days, 60 days, 90 days or Until Filled).
 - i. If choosing Until Filled, please note that CSAWWA will remove the posting after 120 days.
 - ii. To deactivate a posting, go to Profile > Accounts + Settings > Content & Features and select the **green checkmark** next to the posting you wish to deactivate.

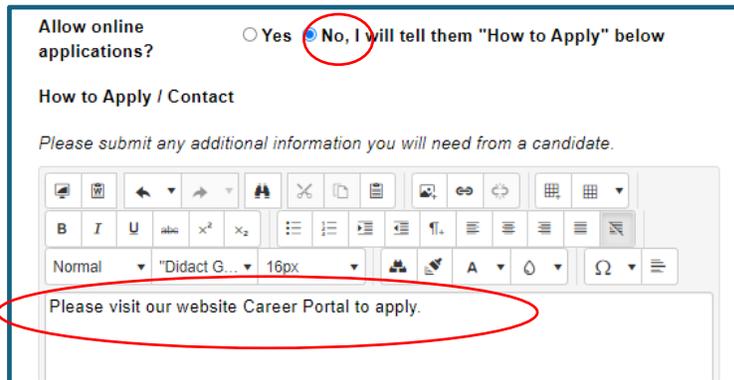


If you choose to **Link to your profile**, it means that, within the job posting, your name will be a hyperlink to your profile page.



A job seeker may wish to view more information about you and your company, so it may be a good idea to have company information in the job opening description or on your profile page (see the Account + Settings document – *Content & Features Tab > Pages Subtab* – to learn how to set up a page with company information).

IMPORTANT! When posting your job opening, you have the option to accept applications through our system, and/or you can include instructions on how to apply in the field shown below. It is strongly recommended that you have them ONLY apply directly to you, as the online system does not allow non-members to apply. Additionally, current members who do not have a resume in their profile will only be able to submit a cover letter through the system.



Allow online applications? Yes No, I will tell them "How to Apply" below

How to Apply / Contact

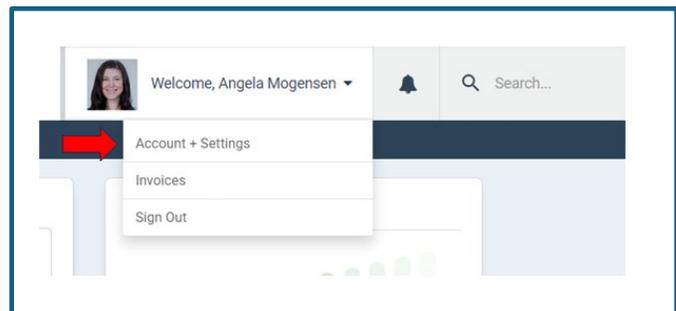
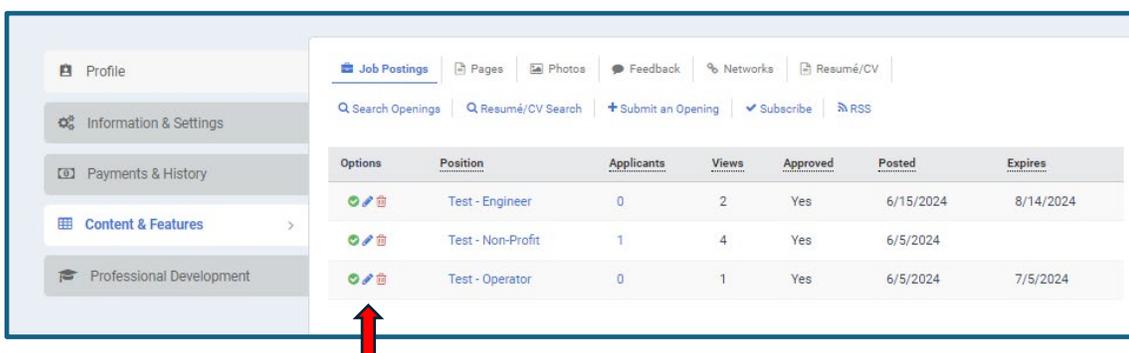
Please submit any additional information you will need from a candidate.

Please visit our website Career Portal to apply.

If you opt to allow online applications, you will receive an email from the system with a link to the resume being submitted.

Once your job posting has been submitted, it will be reviewed by CSAWWA for approval. You will only receive notice if there are questions/issues with your submission.

If you need to make any edits to your job posting, go to your Profile pages and select Account + Settings in the Welcome Dropdown.

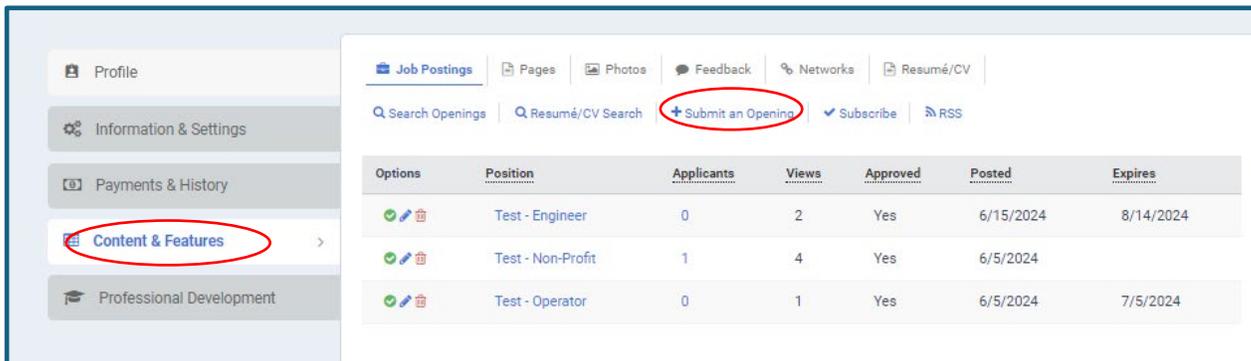
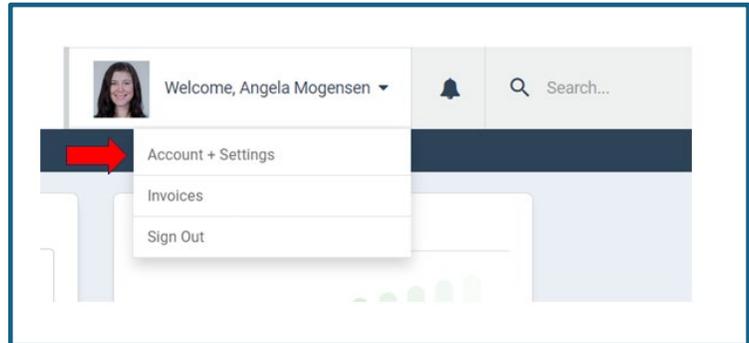
Options	Position	Applicants	Views	Approved	Posted	Expires
	Test - Engineer	0	2	Yes	6/15/2024	8/14/2024
	Test - Non-Profit	1	4	Yes	6/5/2024	
	Test - Operator	0	1	Yes	6/5/2024	7/5/2024

Then select Content & Features. In the list of Job Postings, select the blue pencil icon to edit.

Any changes to a job posting will be reviewed by CSAWWA prior to approval.

Submitting a Job Opening from Your Profile Pages

Go to the Welcome, Your Name dropdown in the upper right corner and select Account + Settings.



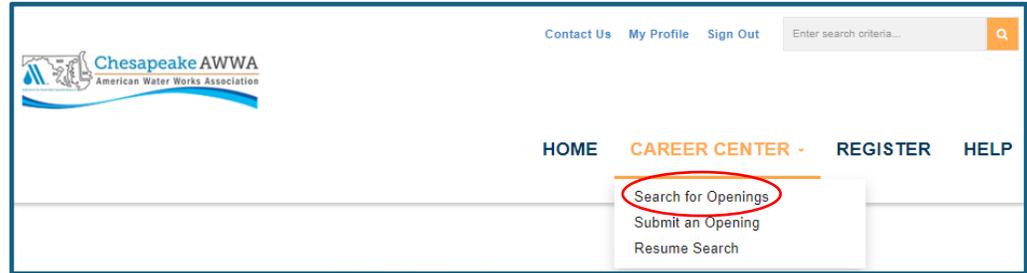
Select the Content & Features tab and then **Submit an Opening.**

Then follow the same steps from above, starting with filling out the fields.



How to View/Apply for an Open Position

Within the Career Center, you will be able to **Search for Openings** and apply for open positions.



If you want to see all the positions available, simply click the Search button (do not fill out any fields).

Looking for a new challenge or position? Fill out the fields below to search current openings.

Keywords (search for ALL of these words)

City

Country

Location

Organization

Category
Leave blank to search all categories. Selecting multiple categories (hold CTRL while clicking) will return records in any of the categories selected.

Type of Position

Education Requirement

Experience Requirement

Test - Engineer

Organization: CSAWWA
 Date Posted: 6/15/2024
 Posted By: Angela Mogensen
 Date Needed: 8/12/2024
 City: Baltimore
 Location: Maryland
 Country: United States
 Primary Category: Administration
 Salary: \$70,000.00 yearly
 Type of Position: Full-Time
 Education Requirement: Bachelor's
 Experience Requirement: 1-2 years

Description & Details

This is a full time position hiring for August.

How to Apply / Contact

Apply via online application or send resume to admin@csawwa.org

[APPLY NOW](#)

Select a position to view the description and how to apply.

Job posters have the option to have you submit your resume/CV via the online system and/or via directions noted in the **How to Apply** section. *Only CSAWWA Members with an active account can apply online.*

If online applications are allowed, the **Apply Now** button will only appear once logged in.

It is strongly suggested that Members **add a Resume/CV to their profiles** if you are required to apply via the system. If you do not, you will only be able to submit a cover letter.

To add a resume to your profile, go to your Profile page, select the Account + Settings dropdown > Content & Features > Resume/CV. [For more information view the Account + Settings Information document in the online Help Section.](#)

You must be a CSAWWA member and be logged in to be able to apply via the system. Your resume/CV will automatically be forwarded to the poster upon applying.

NOTE: When you login from the Career Center page, the system takes you to your Profile pages. To access the Career Center, click on the CSAWWA logo in the upper left corner to get back to the Member Portal.





Resume Search

CSAWWA Members can search all the available, posted resumes that have been created/uploaded by members. Please note that members have the option to hide their resume from searches.

The screenshot shows the top navigation area of the Chesapeake AWWA website. On the left is the Chesapeake AWWA logo. To the right are links for 'Contact Us', 'My Profile', and 'Sign Out', followed by a search bar with the placeholder text 'Enter search criteria...'. Below these is a horizontal menu with 'HOME', 'CAREER CENTER -', 'REGISTER', and 'HELP'. A dropdown menu is open under 'CAREER CENTER -', listing 'Search for Openings', 'Submit an Opening', and 'Resume Search', with 'Resume Search' circled in red.