



# Help Center



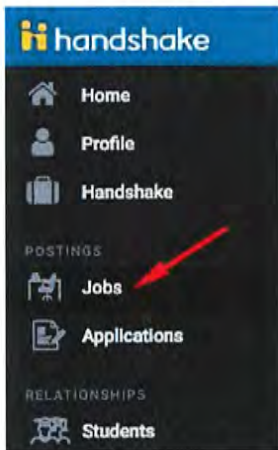
Handshake > Employer > Jobs

## How do I edit my job posting?

Zoë Katzbeck - June 02, 2017 09:01

Follow these steps to edit your job posting:

- Click **Jobs** on the left hand navigation bar



- **Select** the job you are interested in updating

ID	Job	Applicants	School	Expires	Status	Campus Interview
144788	Test Job Jonathan	0	Adelphi University	6/3/2017	Pending	No
144834	Test	0	Amerling University	6/26/2017	Approved	No
144862	Customer Success Team	0	Babson College	7/10/2017	Pending	No
144862	Customer Success Team	0	Amerling University	7/10/2017	Approved	No
144862	Customer Success Team	0	Amaranta University - AU	7/10/2017	Pending	No
144862	Customer Success Team	0	Cornell College	7/10/2017	Pending	No
144806	Account Manager	0	Miller University	8/17/2017	Approved	No
144667	Customer Education Lead	0	Amaranta University - AU	8/11/2018	Pending	No

Can't find a job you're looking for? Make sure you've added the school it's posted to.

- Select **Edit Job** at the top

## #144862 Customer Success Team

### Review Applicants

View applicant profiles and download application documents.

[Review 12 Applicants](#)

### Edit / Renew Job Details

Edit qualifications, target schools and change or renew expiration dates.

[Edit Job](#)

[Expire Job](#)

### Duplicate Job

Duplicate this job and start editing the duplicate.

[Duplicate Job](#)

From here, you can edit each section of the job posting by clicking through the bottom tabs.

[< Previous](#)

[Basics](#)

[Details](#)

[Preferences](#)

[Schools](#)

[Next >](#)

Don't forget to save your changes when you're done, and you're all set!

Was this article helpful?   0 out of 0 found this helpful

[f](#) [t](#) [in](#) [g+](#)

Have more questions? [Submit a request](#)

0 Comments

Please [sign in](#) to leave a comment.

Sign up for one of our Courses!

[View Course Options](#)

[Privacy Policy and Terms of Service](#)