

## **Job Postings on projectmanager.org**

The PMI Northern Utah Chapter accepts posts job openings on the chapter website that are applicable to our membership. We view these postings as a benefit to our members. Currently, there is no fee for this service.

Please provide the following:

1. An MS Word document that provides:
  - a. Job description
  - b. Responsibilities / functions / duties of the position
  - c. Qualifications – required and preferred
2. Summary information for the Job Board main page, including:
  - a. Employer:
  - b. Salary: \$00 - or we can display, Based on Level and Experience
  - c. Industry:
  - d. Location:
  - e. Type: Full-time or Part-time
3. A URL for interested parties to apply for the job, online

To view examples of these items, visit Chapter Job Board at: <http://projectmanager.org/jobBoard.html>

Once all of this information has been provided, you will be notified that the position has been posted to the chapter website. The position will remain posted until we receive notification to remove the posting.

If you are interested in this service please send the information for the posting to Jeff Bair at: [webmaster@projectmanager.org](mailto:webmaster@projectmanager.org)