How Do I Take Down My Work-Study Posting?

1. Log onto your Career Learning Network account, under Faculty & Staff
2. Click on Job postings from your dashboard and click on the title of your posting

Figure 2 - Job Posting tab of CLN Dashboard

3. Click on the “Edit Posting” tab.

Figure 3 - Job Posting page with Edit Posting Tab

4. At the bottom of the form, select “Expire Posting”

Submit Changes for Approval  Expire Posting

Figure 4 - Job Posting bottom of page, expire posting button