# How to list your Job Vacancy on the AARES Website

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| We can post vacant position/s for current members on the AARES website free of charge. To expedite this process, please complete this Word document and email to office@aares.org.au and include the following:**Your name:****Your email address:****Are you a current AARES member?** YES / NO If you answered NO, please either:* Click [here](https://www.aares.org.au/members/) to renew or join before submitting this form
* Contact us at office@aares.org.au to find out about advertising fees.

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**Please complete the following with details of the job vacancy:**

Job Title: {Position title}

Company Name: {Full name of organisation}

Publish Date: {dd / mm / yyyy}

## Job Close Date: {dd / mm / yyyy}

Position: {Freelance / Full Time / Internship / Part time / Temporary / Casual}

Location: {City, State, Country}

Application Email and URL: {Provide application email address, and perhaps the URL for this ad listed somewhere else, eg on your university / organisation website}

Category: {Admin, Technical}

Contact name: {Full name of person who can be contacted for more information about this role}

Contact email: {email address}

Contact phone: {area code + phone number}

Company Website: {provide website details}

Job Description: {Headings such as 'About the role’, ‘Role Purpose’, ‘About you’, ‘How to Apply’, etc}

Required Skills: {Qualifications, experience, etc}

**Optional field:**

## **Company Logo:** {attach jpeg or png image}