



## Chapter Website Job Posts and Submissions FAQ

Thank you for your interest in the Mile Hi Chapter job list site. We are dedicated to only offering those open positions that are in the field of project management. Below are some common questions about the page.

### Job Seekers

#### Q1. I saw a job yesterday on the site and now it's gone. How do I find it?

All jobs are posted for 21 days only. If the position is still available once 21 days have passed, the company will need to submit a request to get an extension on the job posting.

### Job Posters

#### Q1. How do I submit an open position?

Please submit your position by accessing the "Post a Job" page via the Membership Drop Down Menu or directly at <https://pmimilehi.org/post-a-job-offer>

Please be sure to fill in all of the fields and ensure that the posting has the correct contact info/link on how to apply for the position. Once the form has been completed and submitted, it will be reviewed by the Chapter Membership team. If approved, it will be published and included on the <https://pmimilehi.org/jobs-listing> page.

If not approved, it will be returned to the author for re-work and once complete, can be re-submitted via the "Post-a-Job" page for re-review and publishing if approved.

#### Q2. My position was declined, why?

The Mile Hi Chapter is dedicated to only offering those open positions that are in the field of project management. Such positions can include:

- Project Managers/PMPs
- Project Coordinators/CAPMs
- Business Analysts
- Project Analysts
- Project Controls
- PMO Managers
- Program/Portfolio Managers
- Any Agile project team members such as CSMs, Product Owners, *etc.*

#### Q3. I posted a position a few weeks ago that was approved and listed but now is gone. Why?

All jobs are posted for 21 days only. If the position is still available once 21 days have passed, the company will need to submit a request to get an extension on the job posting.