



## 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.

If you have any questions about this process, please contact: [dirjobopportunities@pmimilehi.org](mailto:dirjobopportunities@pmimilehi.org)

### 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 via a PDF attached to an email to [dirjobopportunities@pmimilehi.org](mailto:dirjobopportunities@pmimilehi.org). Once reviewed and approved, we will create the Job Opportunity on the website by simply uploading the PDF. Please ensure that your PDF contains instructions on how to apply or get additional information for the job, preferably via a link in the PDF.

#### 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.