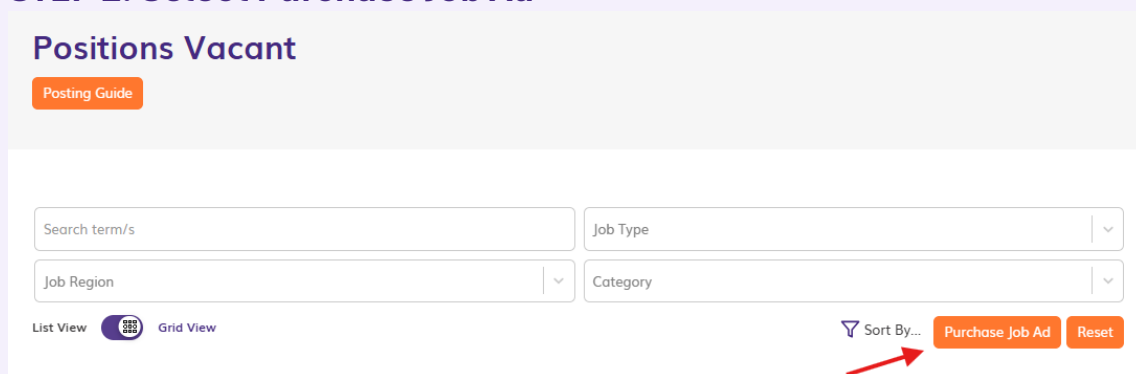


SCCA Positions Vacant provides a collaborative space to share employment opportunities within the skin cancer medicine industry. Follow this step-by-step guide to familiarise yourself with the posting process.

STEP 1: Visit Positions Vacant webpage

Go to Positions Vacant webpage here – www.skincancercollege.org/positions-vacant.

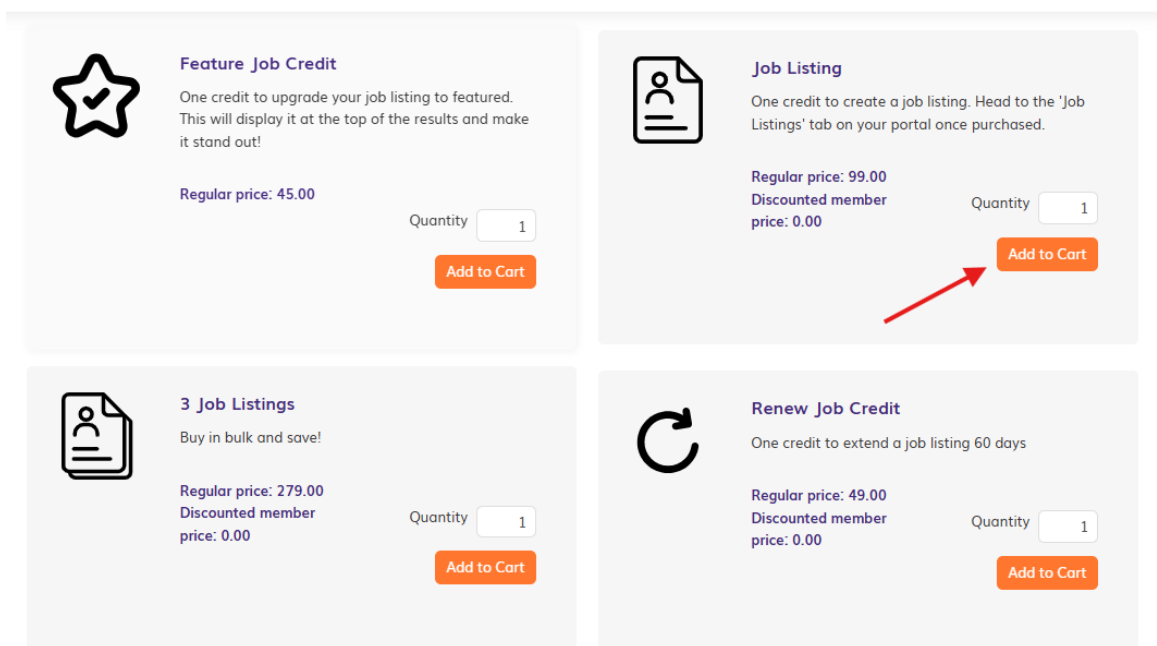
STEP 2: Select Purchase Job Ad



Click the 'Purchase Job Ad' button when you are ready to start your listing.

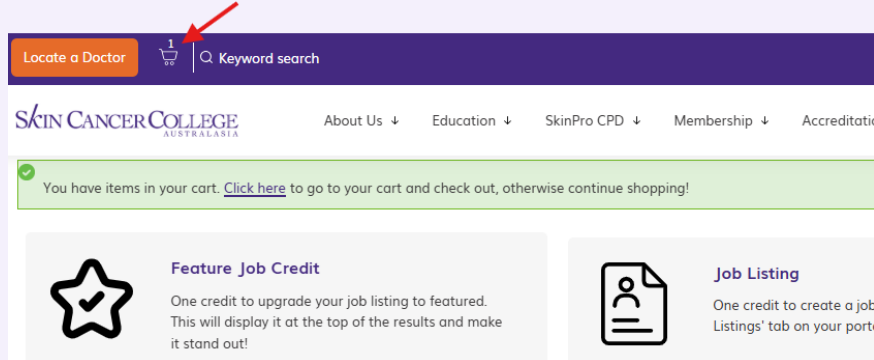
STEP 3: Update Quantity

Adjust the quantity required and click 'Add to Cart' on all your items.



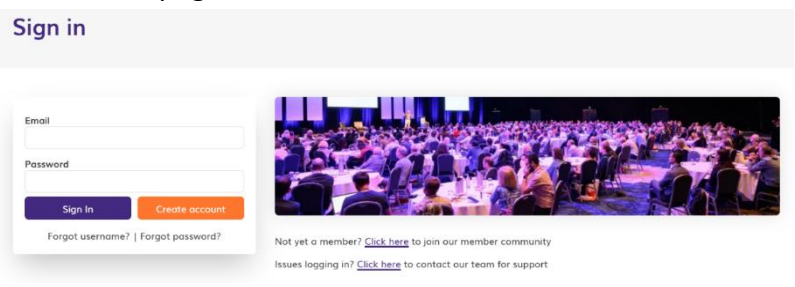
STEP 4: Click your Cart Icon

Click the **cart icon** in the top left to proceed to checkout.



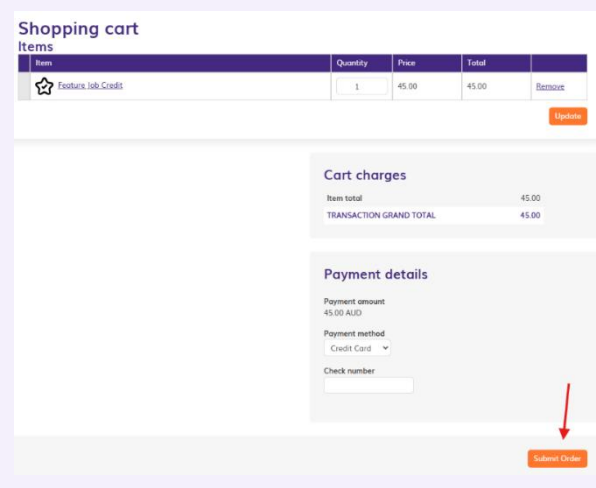
STEP 5: Login to your Account

If you aren't already, **make sure you login** to access member exclusive pricing. No account yet? You can create a non-member account to advertise on the SCCA Positions Vacant webpage.



STEP 6: Finalise your Cart

Enter your payment information (if posting as a non-member) and click '**Submit Order**' when finished. An Order Confirmation will then display to indicate the purchase is successful.



STEP 7: Go to Portal to Manage Listing

Click your profile icon in the top right corner, or go to www.skincancercollege.org/myaccount. Navigate to the ‘My Job Listings’ tab to manage your listing. From your profile you can:

- Create job listings
- Edit active jobs
- Renew expired jobs
- See available job credits
- View job analytics
- View your jobs

STEP 8: Don’t forget to renew!

You will receive an email the day your job listing expires. Don’t forget to renew your listing after the initial 60 days if you would like to extend the listing.

Fee Schedule

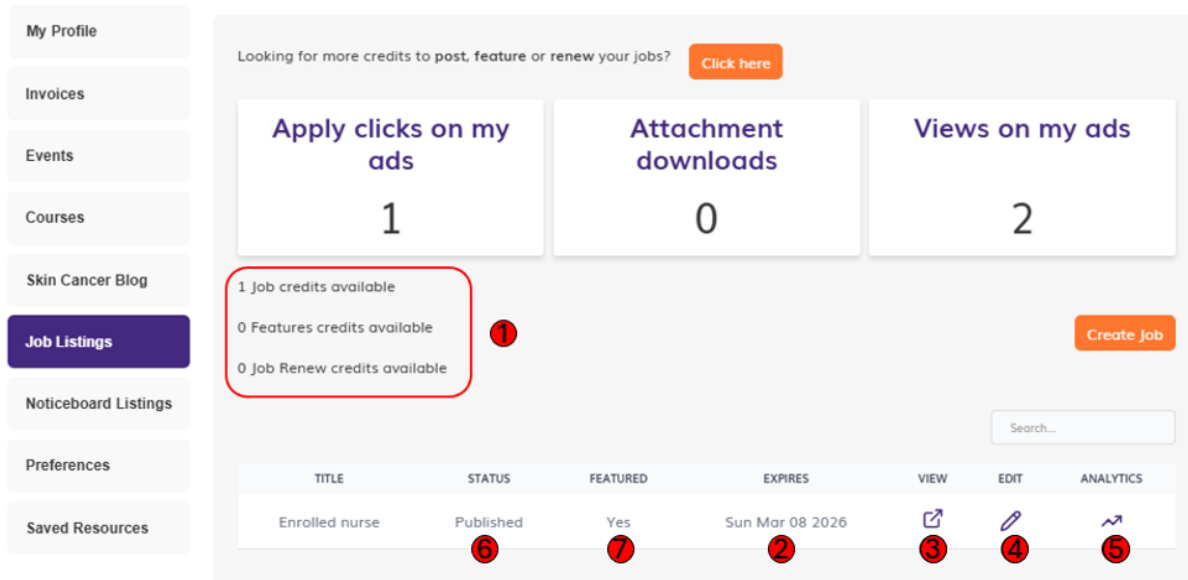
Fee schedule is subject to change at SCCA’s discretion. All fees listed in AUD, inclusive of GST.

Non-members		Members	
Job Listing (1)	\$99.00	Listings	FREE*
Job Listings (3)	\$279.00	Renewals	FREE*
Feature Listing Credit	\$45.00	Feature listing credit	\$45.00
Renew Job Credit	\$49.00		
Feature Job Credit	\$45.00		
Renewal Credit	\$49.00		

**With Active Membership*

For any technical difficulties posting your Positions Vacant, please email membership@skincancercollege.org.au.

‘My Job Listings’ Profile Tab



1. **Available credits summary** with job credits, featured credits, and renewal credits.
2. **Job listing expiry** for selected job listing.
3. **Quick view link** for selected job listing.
4. **Edit** a selected job listing.
5. **Access analytics** for a selected job listing, including total views, views this week, clicks on apply and clicks on job description.
6. **Job listing status** for quick reference. A friendly reminder that all created listings will show as Pending until SCCA team has reviewed. The listing will then update to Published and be visible on the Positions Vacant webpage. You will receive email notification at this time.
7. **Featured status** (please note additional fees apply for this feature to show listing first in search).