



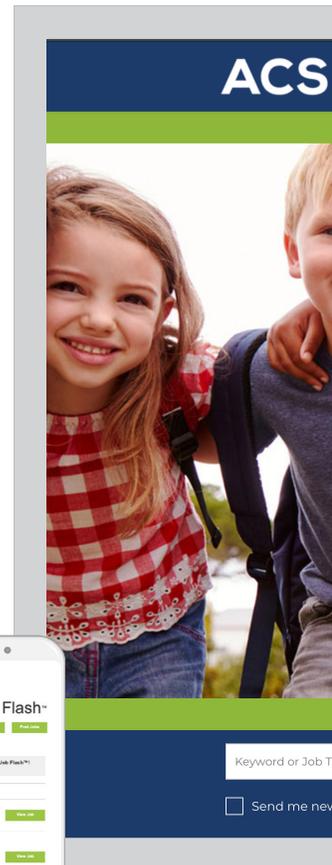
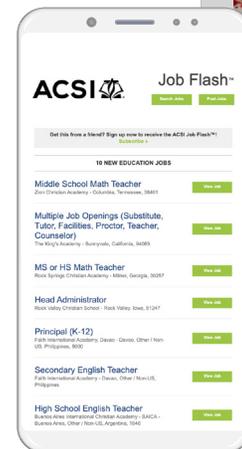
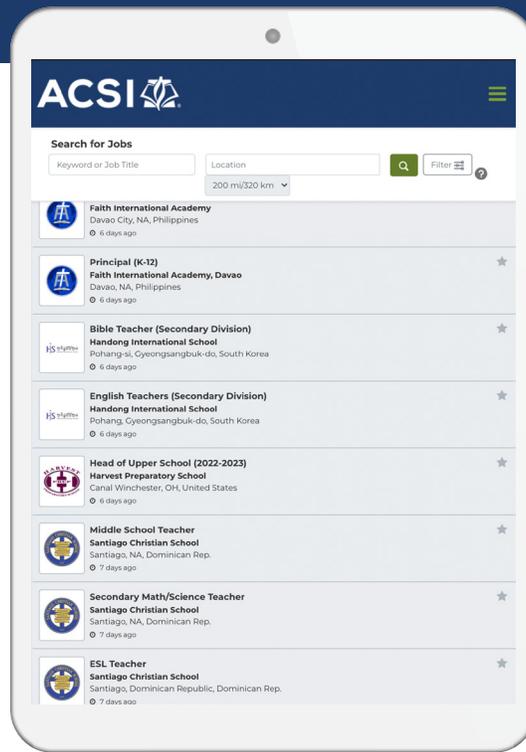
# CAREER CENTER

## EMPLOYER MANUAL



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# Welcome to the ACSI Career Center

The ACSI Career Center is the leading online career center for Christ-centered educators. Employers can connect to both active and passive job seekers looking for new career opportunities.

100,000+

AVERAGE JOB VIEWS/  
MONTH

5,700+

REGISTERED  
EMPLOYERS

16,000+

REGISTERED JOB  
SEEKERS

300+

AVAILABLE JOBS

6,000+

RESUMES



# Employer Benefits

Fill your education jobs faster with the ACSI Career Center. It offers effective recruitment solutions that connect you with highly qualified Christ-centered educators.

Member schools are entitled to a voucher code upon checkout; you will not be charged. If you do not know the code, please contact ACSI Care Team.

## Member School Job Posting Credits:

- US Schools: Five 60-day job posting credits
- International Schools: Eight 270-day job posting credits

Codes are provided by ACSI and are active October–September.

## The best way to reach job seekers

Place your open positions where highly qualified Christ-centered educators go to advance their careers. Target candidates with ease by utilizing the following multi-channel approach:

### Job Posting Upgrades

Premier location on the job board homepage, highlighted job remains at the top of search results, and the job is distributed to a network of more than 1,000 recruitment sites or sites that are marketed specifically to attract diverse and/or veteran candidates.



**TalentBoost**



**Social Boost**



**Diversity/  
Veterans**

### Job Flash™ Email

Our most effective recruitment channel that emails your job directly to the inboxes of 12,000+ Christ-centered educators.

### Resume Bank Access

Search, find, and contact the most qualified and relevant candidate for your open position.

**ACSI** Job Flash™

Search Jobs Post Jobs

Get this from a friend? Sign up now to receive the ACSI Job Flash™!

Subscribe >

10 NEW EDUCATION JOBS

- Middle School Math Teacher**  
Zion Christian Academy - Columbia, Tennessee, 38401 [View Job](#)
- Multiple Job Openings (Substitute, Tutor, Facilities, Proctor, Teacher, Counselor)**  
The King's Academy - Sunnyvale, California, 94085 [View Job](#)
- MS or HS Math Teacher**  
Rock Springs Christian Academy - Milledgeville, Georgia, 30257 [View Job](#)
- Head Administrator**  
Rock Valley Christian School - Rock Valley, Iowa, 51247 [View Job](#)
- Principal (K-12)** [View Job](#)

**ACSI**

Home / Resume Bank

Resume Bank<sup>®</sup>

View complete resumes for free! If you find any candidates you are interested in, submit your interest to them. If they are interested in your opportunity, we connect you for just \$0.00 (members pay just \$29.00, if the candidate is not interested, you pay nothing!)

OFCCP data collection: [Add New](#) | [Use Saved](#)

Resume Search

Keyword or Candidate ID  [Search](#) [Filter](#)

This Site's Results

6233 Results Sort 1 - 20 of 6233 << 1 2 3 >>

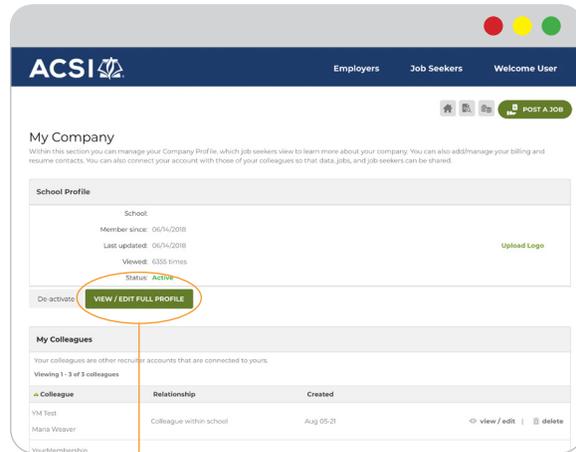
<p>Updated 22 days ago</p> <p>High School Teacher Okinawa (Japan) ID: #10049207</p> <p><b>Current / Recent</b></p> <p>History / Qualifications</p> <p>Company: DoDEA VHS Relocate: Yes Security Clearance: Active - Secret</p>	<p>Updated 26 days ago</p> <p>TEACHER &amp; HEAD OF DEPARTMENT F... San Diego, California (United States) ID: #9961337</p> <p><b>Current / Recent</b></p> <p>History / Qualifications</p> <p>Company: BRENT INTERNATIONAL SC... Relocate: Yes Security Clearance: None</p>
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## Detailed company profile and logo upload capabilities

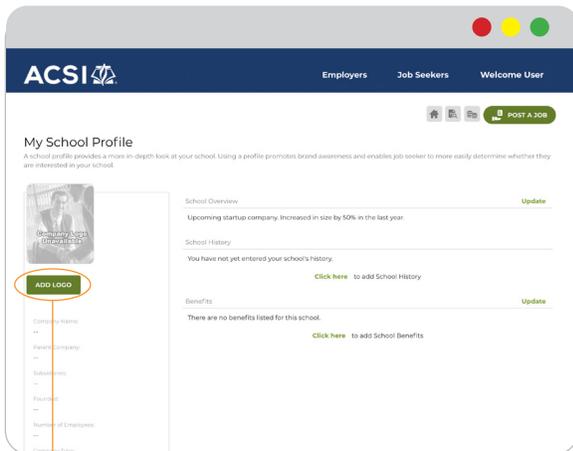
If hiring qualified talent is a top priority for your company, then having a complete and streamlined company profile with a logo can certainly promote your brand. The ACSI Career Center offers detailed company profile generation and logo upload capabilities to employers for FREE. With this, job seekers can look for relevant information about your company without leaving the job board.



Employers > My School

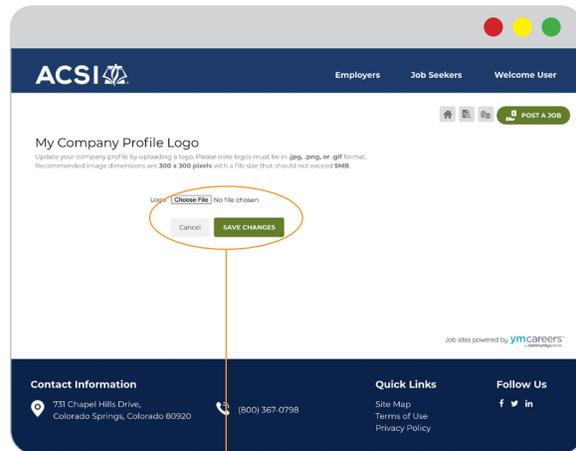


View/Edit Company Profile



Add logo

Logos must be in .jpg, .png, or .gif format.  
Recommended:  
Dimensions - 300 x 300 pixels.  
File size - Should not exceed 5MB



Browse > Save Changes

# Dashboard

The screenshot shows the ACSI dashboard for an employer. At the top, there is a navigation bar with the ACSI logo, 'Employers', 'Job Seekers', and 'Welcome User'. Below this is a secondary navigation bar with icons for home, search, and a 'POST A JOB' button. The main content area is titled 'My Account' and includes a 'QUICK LINKS' section with options like 'Post a Job', 'Products / Pricing / Specials', 'Search Resumes', 'Edit Account Settings', 'Deactivate Account', 'Terms & Conditions', and 'Privacy Policy'. A 'Current Account Status' box displays: 'New Messages: 1 message(s)', 'Total Applicants:\* 0 applicant(s)', and 'Active Jobs: 0 job(s)'. Below this is a 'My Message Inbox' section with a table of messages. The table has columns for 'From', 'Message', 'Received', and 'Status'. One message is shown from 'Admin' with the subject 'Welcome!' received on 'Dec 08-20' and status 'Unread'. Below the inbox is a 'My Resume Contacts' section which is currently empty. The footer contains 'Contact Information', 'Quick Links', and 'Follow Us'. A logo for 'ymcareers by communitygrands' is also present.

From	Message	Received	Status	
Admin	Welcome!	Dec 08-20	Unread	view   reply   delete

Receive & send messages directly from candidates to your account.

You can track how many applications you received.

# My Jobs



Employers
Job Seekers
Welcome User

Home
Account
Menu
POST A JOB

## My Jobs

For more information about the My Jobs page, [Click here](#).

**Search**

*Enter keyword to search in Job name, position, description, school name, city or search by Job ID number*

[Show Advanced Search Options](#)

SEARCH

**View OFCCP Data**

	Position	Location	Start	End	Status	Action
<input type="checkbox"/>	<b>Junior High Science Teacher</b> <small>Show Details</small>	Tempe, Arizona, United States	07/14/2021	08/13/2021	Active	
<input type="checkbox"/>	<b>Secondary Math Teacher</b> <small>Show Details</small>	Johnson City, TN, United States	07/14/2021	08/13/2021	Active	
<input type="checkbox"/>	<b>Accounting and Administrative Specialist</b> <small>Show Details</small>	Los Gatos, CA, United States	07/14/2021	08/13/2021	Active	

**Contact Information**

 731 Chapel Hills Drive,  
Colorado Springs, Colorado 80920

 (800) 367-0798

**Quick Links**

Site Map  
Terms of Use  
Privacy Policy

**Follow Us**

# Resume Bank

**ACSI** Employers Job Seekers Welcome User

Home / Resume Bank

## Resume Bank

View complete resumes for free! If you find any candidates you are interested in, submit your interest to them. If they are interested in your opportunity, we connect you for just \$0.00 (members pay just \$29.00). If the candidate is not interested, you pay nothing!

OFCCP data collection: [Add New](#)

Resume Search

Keyword or Candidate ID

**This Site's Results** 0

6234 Results Sort 1 - 20 of 6234 << < 1 2 3 > >>

<p>Updated: 24 days ago</p> <p><b>High School Teacher</b> Okinawa (Japan) ID: #10049207</p> <p><b>Current / Recent</b> <a href="#">History / Qualifications</a></p> <p>Company: DoDEA VHS Relocate: Yes Security Clearance: Active - Secret</p> <p><a href="#">Add to Cart</a> <a href="#">View Candidate</a> <a href="#">Bookmark</a></p>	<p>Updated: 28 days ago</p> <p><b>TEACHER &amp; HEAD OF DEPARTMENT FOR RELIGIOUS STUDIES</b> San Diego, California (United States) ID: #9961537</p> <p><b>Current / Recent</b> <a href="#">History / Qualifications</a></p> <p>Company: BRENT INTERNATIONAL SCHOOL Relocate: Yes Security Clearance: None</p> <p><a href="#">Add to Cart</a> <a href="#">View Candidate</a> <a href="#">Bookmark</a></p>
<p>Updated: 1 day ago</p> <p><b>Teacher</b> Cleburne, Texas (United States) ID: #9544067</p> <p><b>Current / Recent</b> <a href="#">History / Qualifications</a></p> <p>Company: Cleburne ISD</p>	<p>Updated: 3 months ago</p> <p><b>English Teacher</b> Santiago, Isabela (Philippines) ID: #9710376</p> <p><b>Current / Recent</b> <a href="#">History / Qualifications</a></p> <p>Company: Nav Pvi-Taw International Science Academy</p>

Search through our resume database for your next great hire.

Use our filters to find the candidates that meet your criteria.

# Templates

**ACSI** Employers Job Seekers Welcome User

POST A JOB

## My Templates

Templates make your recruitment even easier by allowing you to re-use templates for common tasks.

### My Letter Templates

These can be used when drafting emails to candidates, colleagues, and others.

There are no letter templates

Create Letter Template

### My Job Templates

These are job templates that you can use to easily build your job postings.

There are no job templates

### My Filter Templates

These are pre-screen filter templates that you can use to pre-screen applicants.

Viewing 1 - 1 of 1 filters

Filter	# Questions	Added	Updated	
[no name]	1	Dec 18-20	--	<a href="#">view / edit</a>   <a href="#">delete</a>

Create Filter Template

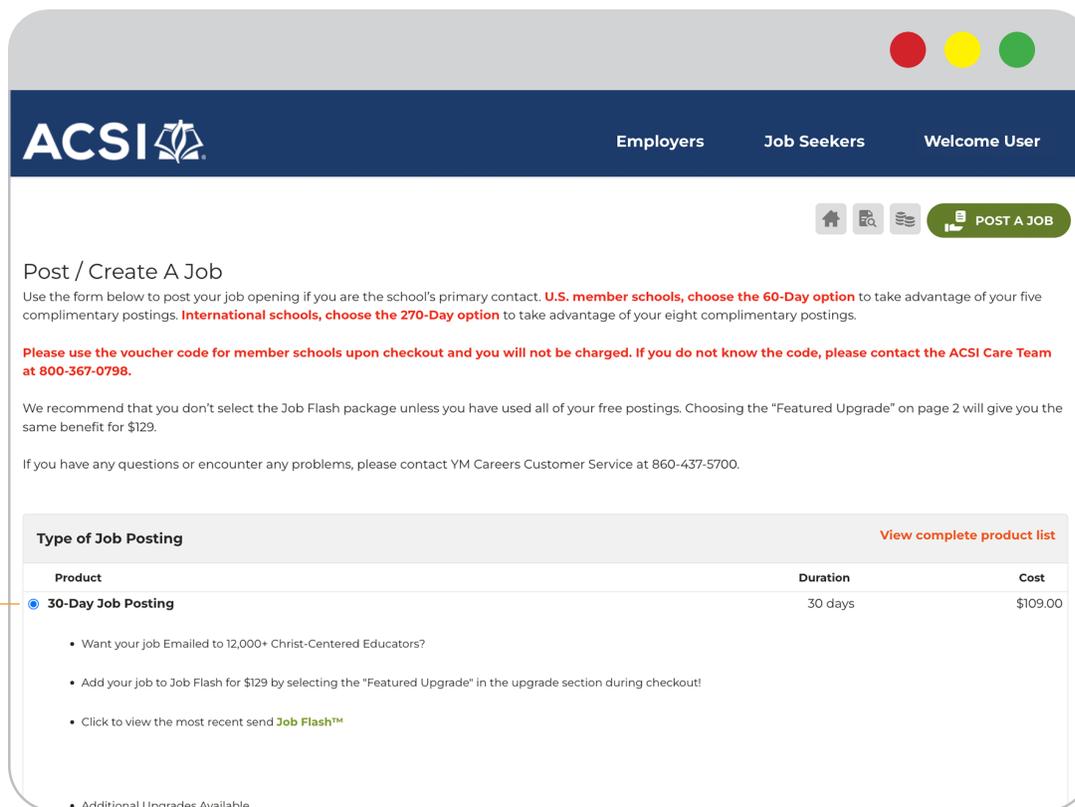
Job sites powered by **ymcareers**  
by communitybrands

Contact Information Quick Links Follow Us

It's likely you will have similar postings, emails, or filters, which you can keep track of here.

# Post a Job

1. On the main employer account page, under **“Quick Links,”** click **“Post a Job.”**
2. Select **“Type of Job Posting”** and enter job details; click **“Continue.”**  
*Member schools:* apply voucher code upon checkout and you will not be charged.  
*US Schools:* choose 60-day job posting option.  
*International Schools:* Choose 270-day job posting.
3. Select any additional add-ons or upgrades.
4. Submit payment information.



Post / Create A Job

Use the form below to post your job opening if you are the school's primary contact. **U.S. member schools, choose the 60-Day option** to take advantage of your five complimentary postings. **International schools, choose the 270-Day option** to take advantage of your eight complimentary postings.

**Please use the voucher code for member schools upon checkout and you will not be charged. If you do not know the code, please contact the ACSI Care Team at 800-367-0798.**

We recommend that you don't select the Job Flash package unless you have used all of your free postings. Choosing the "Featured Upgrade" on page 2 will give you the same benefit for \$129.

If you have any questions or encounter any problems, please contact YM Careers Customer Service at 860-437-5700.

Type of Job Posting		<a href="#">View complete product list</a>
Product	Duration	Cost
<input checked="" type="radio"/> <b>30-Day Job Posting</b>	30 days	\$109.00
<ul style="list-style-type: none"><li>• Want your job Emailed to 12,000+ Christ-Centered Educators?</li><li>• Add your job to Job Flash for \$129 by selecting the "Featured Upgrade" in the upgrade section during checkout!</li><li>• Click to view the most recent send <b>Job Flash™</b></li><li>• Additional Upgrades Available</li></ul>		

Choose the product that fits your current recruitment needs.

**External Apply Methods**

By filling out this section you are selecting how you want Job Applications sent to you. *Only fill out sections that apply to your preferences.*

**EXAMPLES:**

- If you want job seekers to be able to apply via email, add the email address you want those applications to be routed to
- If you want applications to be sent directly to your company OR School website, fill out the Apply URL section
- If you want applications sent directly to your Employer account on ACSI's job board, select the "Allow Online Applications" option in the section below

**NOTE:**

- Multiple options may be selected but are not required
- Your contact name and email address will not be displayed publicly

Contact Person:

Email Address:

Phone:

Ext:

Fax:

Apply URL:

**Apply via Job Board**

By allowing online applications, you enable job seekers to apply for this job online through the job board. Their applications will be stored in your account, and any recipients you select below will be notified of new applications by email.

The recipients you select will not appear in the ad.

**Allow Online Applications**

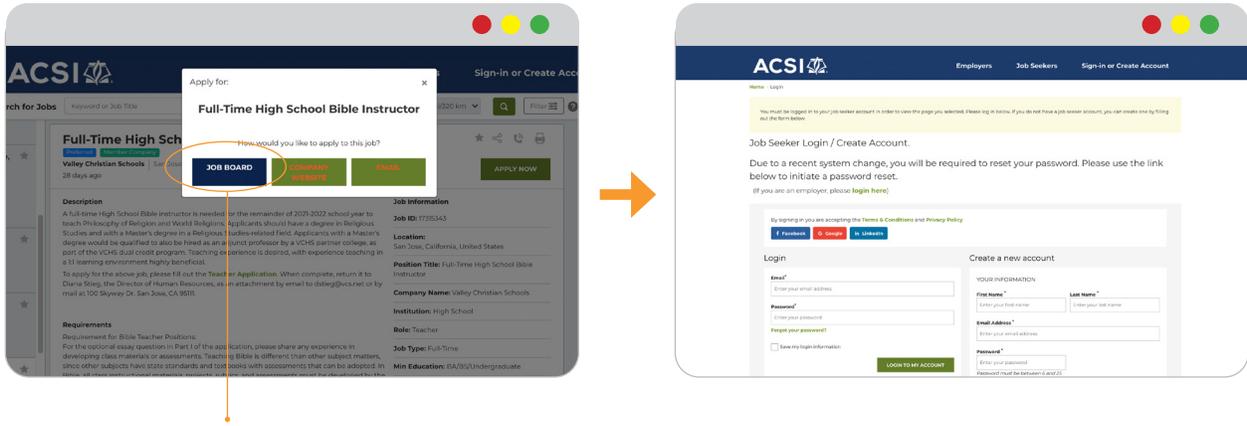
<input type="checkbox"/> <b>Jane Doe</b> Jane.Doe@email.com	First Name: <input type="text"/>
	Last Name: <input type="text"/>
	Email: <input type="text"/>

By ticking off this box, you are giving job seekers the option to apply through the career center. Job applications through this option are found inside your employer account.

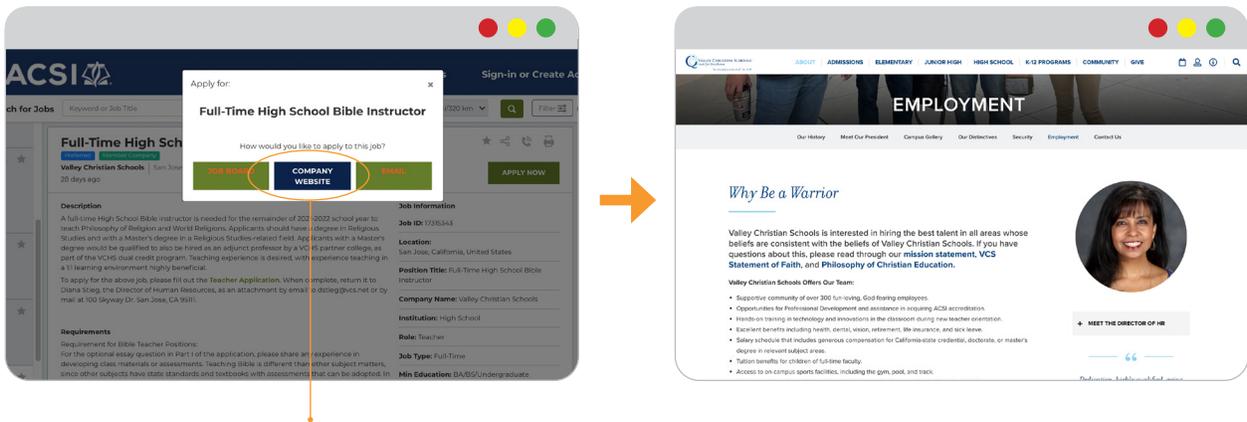
Add the **"Apply URL"** to this box so job seekers will be redirected to a company website where they have an option to apply for the job outside the career center.

**"Email Apply"** is an option for the Employer to receive applications through their email. Add the email address here where you want to redirect the Job Seeker.

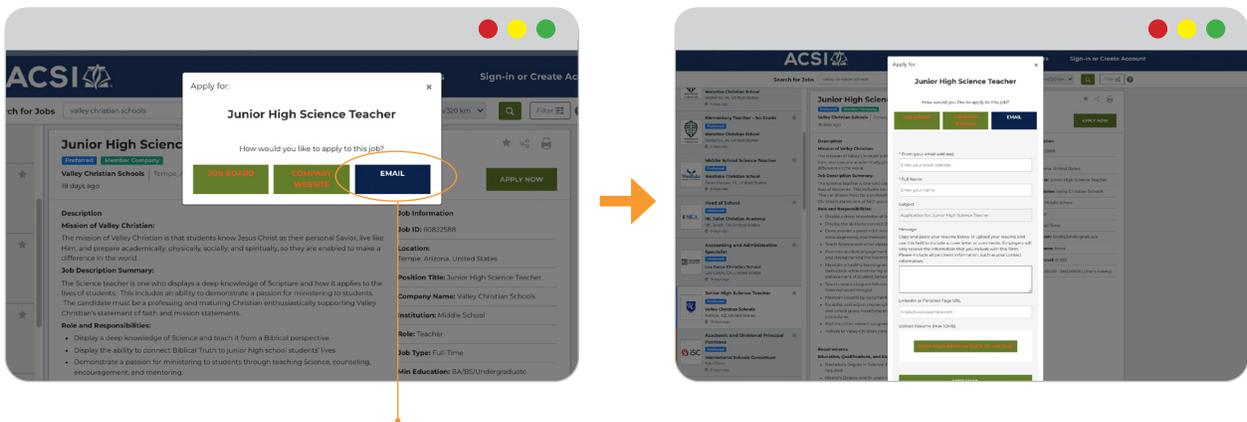
When a job seeker clicks the “**APPLY NOW**” button from the job search page, a pop-up window will appear with options on how they want to apply for the job.



If there's a “**JOB BOARD**” button, that means the employer allowed online applications.

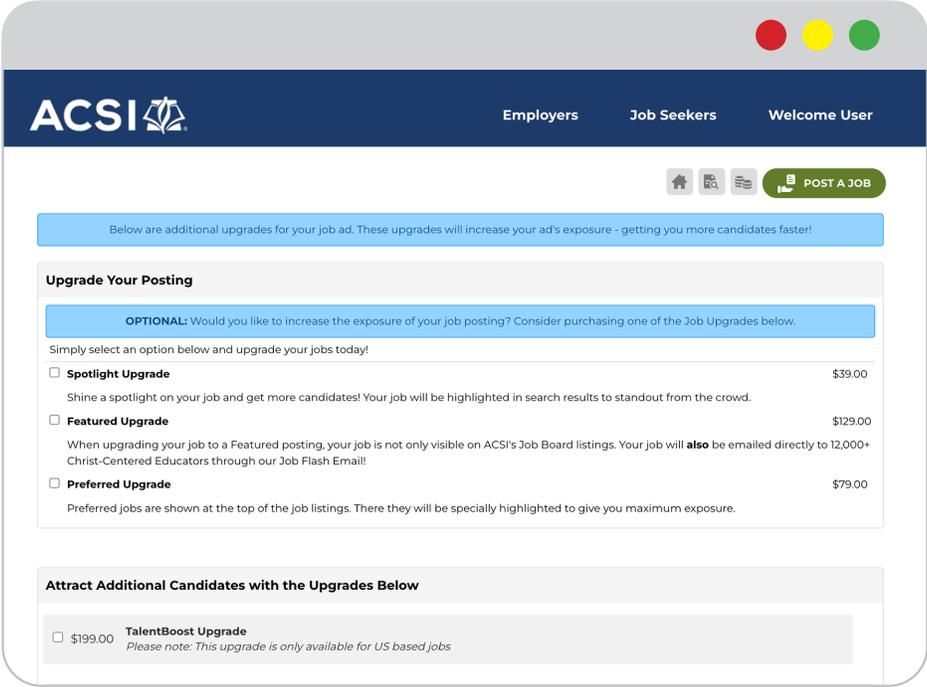


If there's a “**COMPANY WEBSITE**” button, that means the employer wanted and Apply URL.



If there's an “**EMAIL**” button, that means the employer wanted to receive the applications through email.

# Upgrade Your Posting



## Spotlight Upgrade

Shine a spotlight on your job and get more candidates! Your job will be highlighted in search results to stand out from the crowd.

## Featured Upgrade

When upgrading your job to a Featured posting, your job is not only visible on ACSI's Job Board listings. Your job will also be emailed directly to 12,000+ Christ-Centered Educators through our Job Flash Email!

## Preferred Upgrade

Preferred jobs are shown at the top of the job listings. There they will be specially highlighted to give you maximum exposure.

## TalentBoost

Your posting will be distributed through our network of more than 1,000 recruitment sites.

## Social Boost

Ensure your job posting captures the attention of both active and passive candidates within the social channels they visit frequently by featuring the job in Twitter feeds, 10,300+ Twitter Jobs channels and LinkedIn.

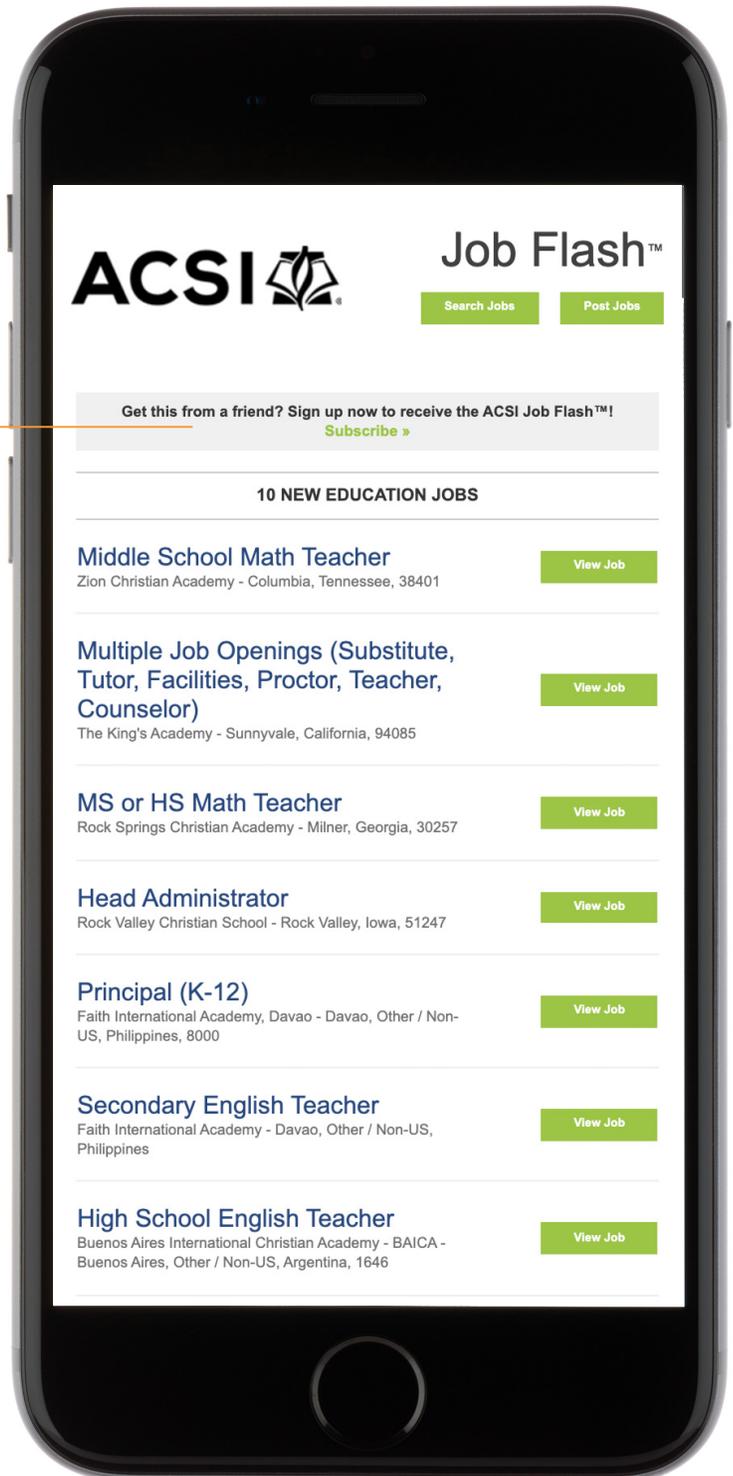
## Diversity/Veterans

Your job will be distributed to a collection of sites that are marketed specifically to attract diverse and/or veteran candidates.

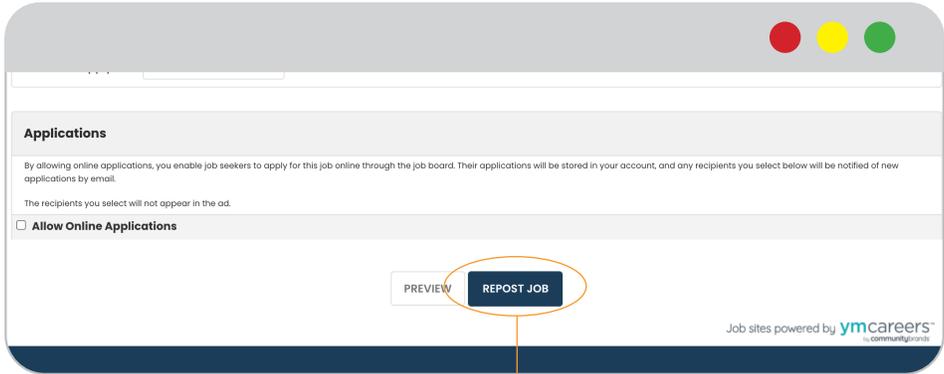
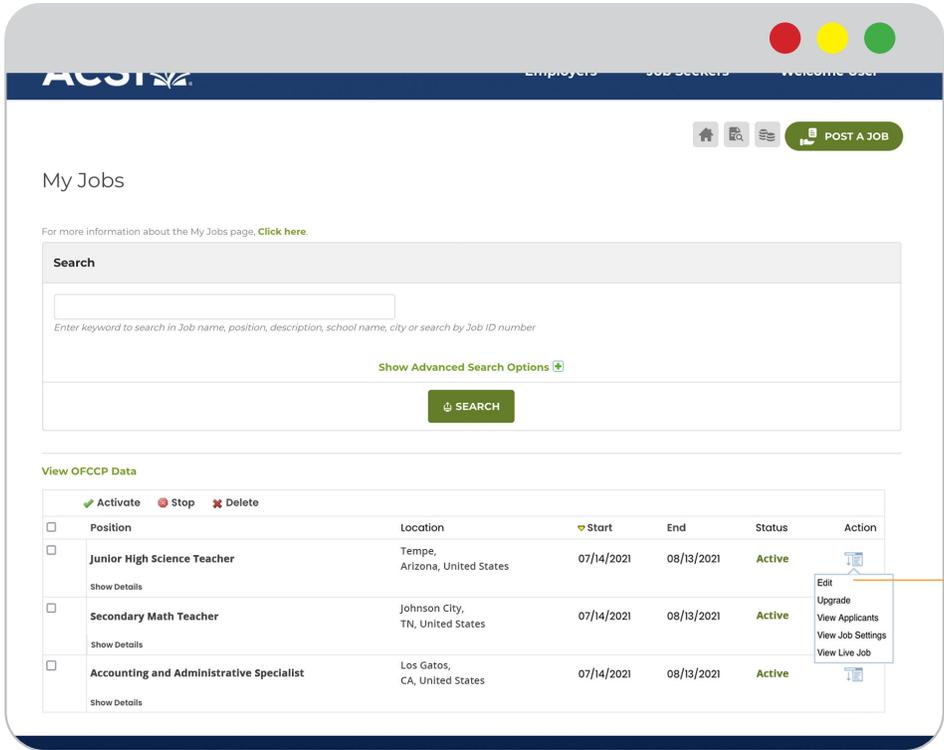
# Job Flash™ Email

## Features

- Branded email featuring top jobs on the ACSI Career Center.
- To give your free posting an added boost, select the “Featured Upgrade” in the upgrade section during checkout. This will add your job to Job Flash that is emailed to 12,000+ Christ-Centered Educators for only \$129!



# Edit Job Postings



On your **“My Jobs”** window, find the job you want to edit and hover on the icon under **“Action”** column, then click **“Edit.”** Fill/edit the info required on the next page and once done, click the **“Repost Job”** button at the bottom of the page.

# Contact Us

## Association of Christian Schools International:

### ACSI Care Team

(800) 367-0798

[careteam@acsi.org](mailto:careteam@acsi.org)

Association: [www.acsi.org](http://www.acsi.org)

Career Center: [careers.acsi.org](http://careers.acsi.org)

## Community Brands:

Customer Service

(860) 437-5700

[clientserv@yourmembership.com](mailto:clientserv@yourmembership.com)

