Posting open job positions to Open Faculty Positions landing page on www.nursing.upenn.edu

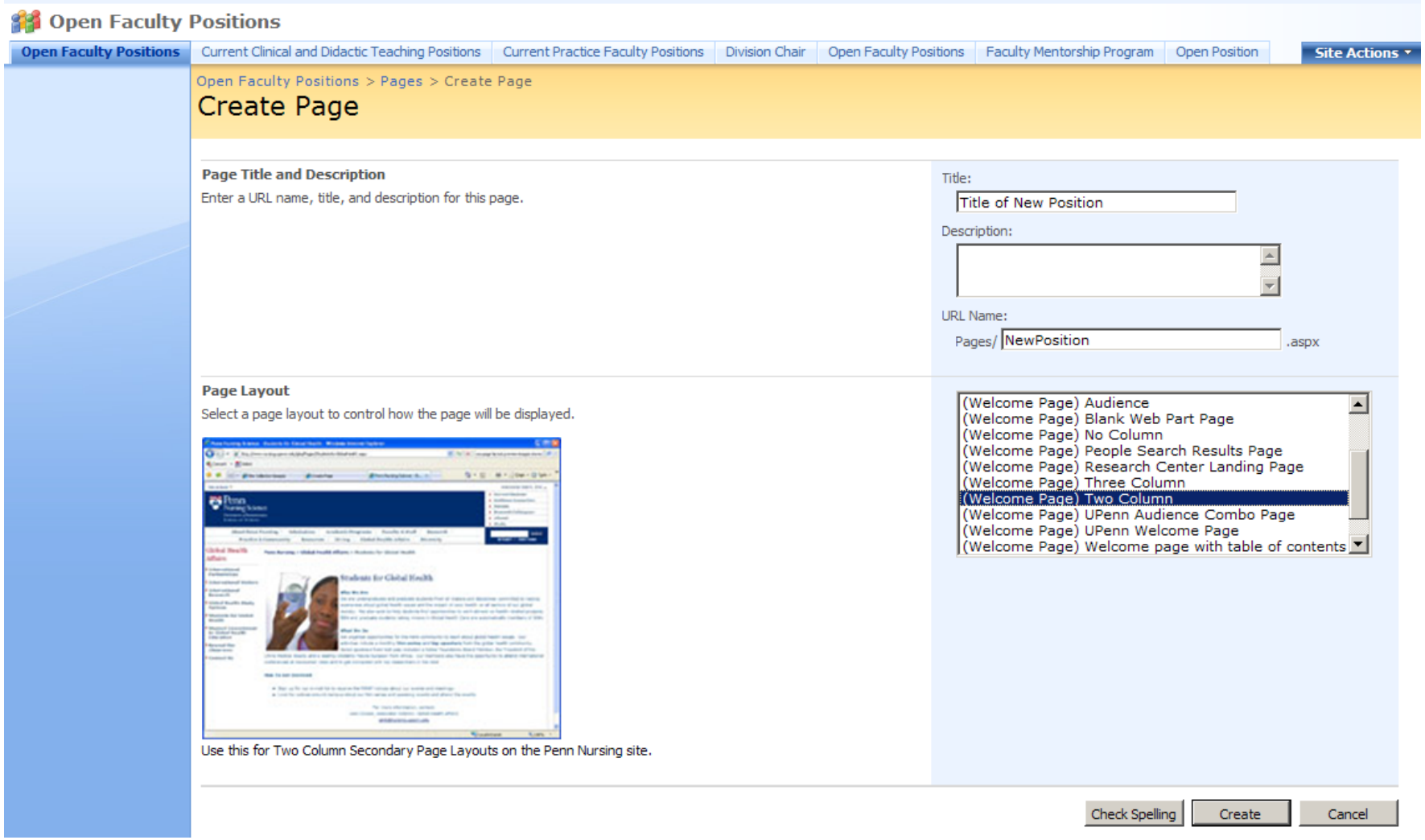
- Open your web browser to http://www.nursing.upenn.edu/positions/Pages/default.aspx
- Click “Sign-in” in the upper right-hand corner.

Posting open job positions to Open Faculty Positions landing page on www.nursing.upenn.edu

- The Page Editing Toolbar should now be visible.
- Under “Site Actions” (upper left-hand corner), select “Create Page”

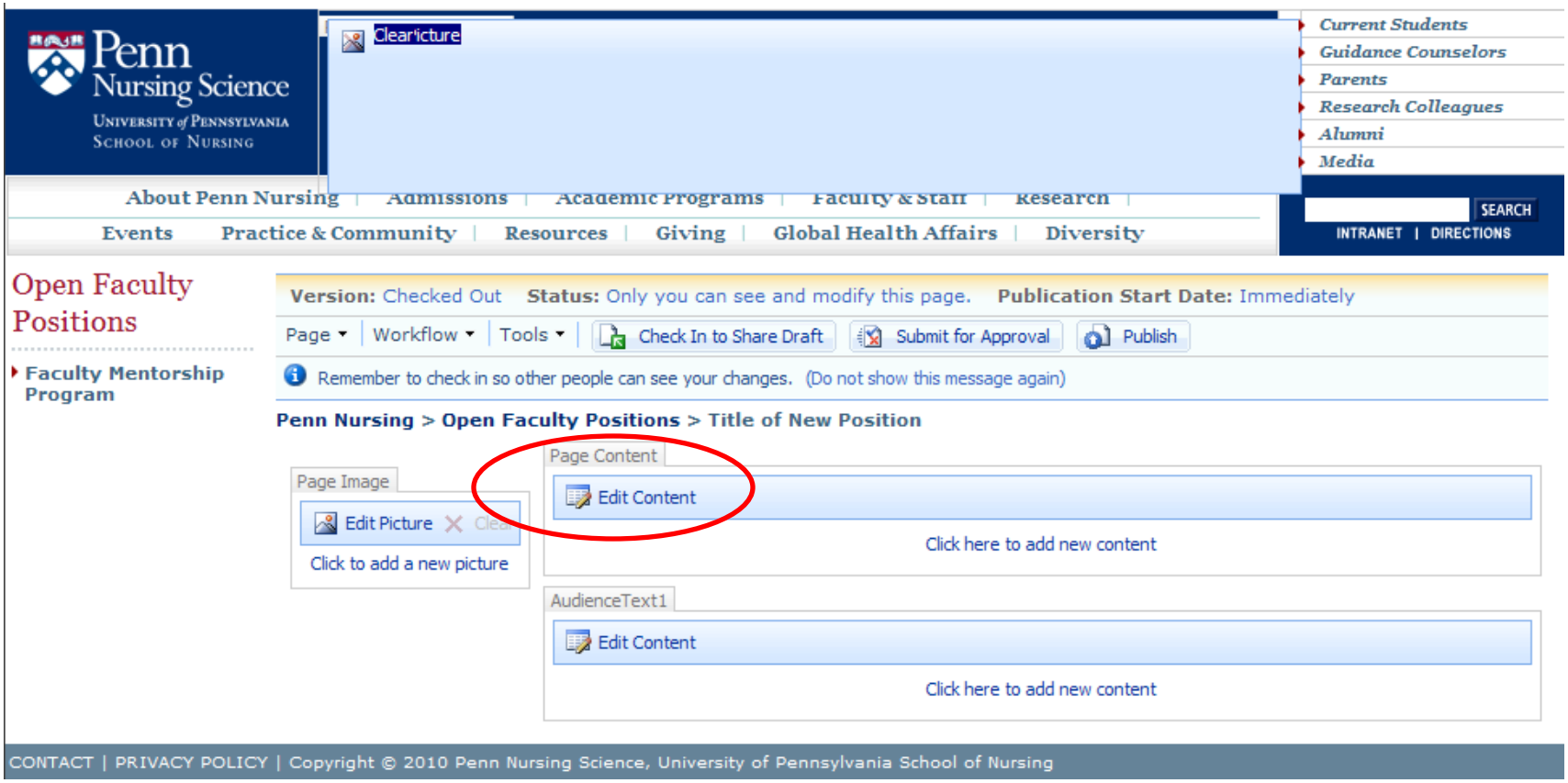
Posting open job positions to Open Faculty Positions landing page on www.nursing.upenn.edu

- Enter a value for “Title:”
- Enter a value for “URL Name:” (keep short w/o spaces; unique to posting)
- Select a Page Layout: “(Welcome Page) Two Column”
- Click the “Create” button.



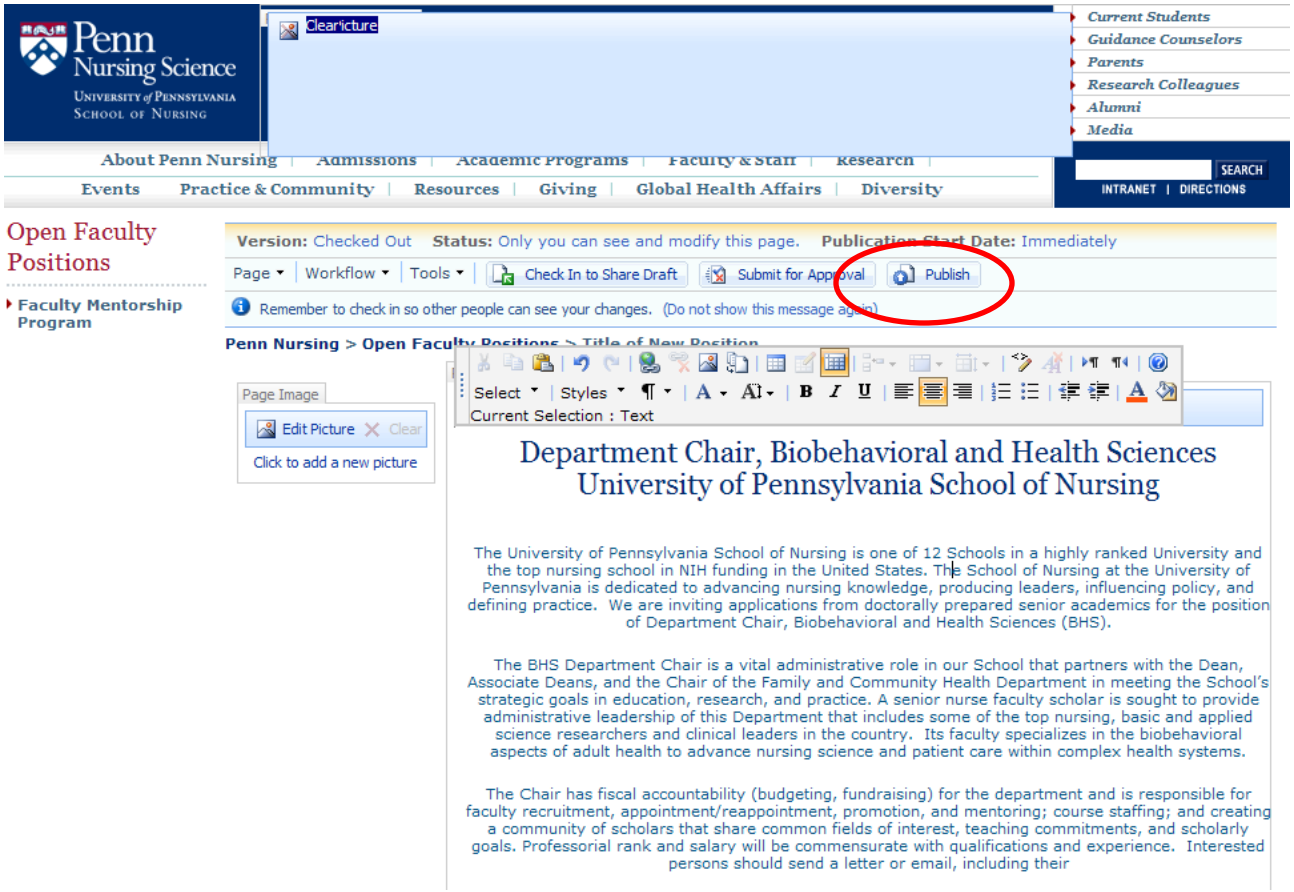
Posting open job positions to Open Faculty Positions landing page on www.nursing.upenn.edu

- Click the “Edit Content” icon under the “Page Content” area.



Posting open job positions to Open Faculty Positions landing page on www.nursing.upenn.edu

- Click the “Edit Content” icon under the “Page Content” area. The Content Editor Toolbar will appear.
- Enter posting verbiage into the “Page Content” area applying styles and formatting using the Content Editor Toolbar. If you want to paste verbiage from another application, i.e. Word, first paste the content into Notepad and then re-reselect the verbiage from within Notepad. This will drop all rich-text formatting and allow the default styles of the web page to be used when pasting verbiage.
- Click the “Publish” icon on the Page Editing Toolbar.



Posting open job positions to Open Faculty Positions landing page on www.nursing.upenn.edu

- A new page has been added to the site and the link to this page will be added to the local navigation on the left-hand side of the Open Faculty Positions landing page.
- It may be desired to remove the new link from the left-hand page navigation and place the new posting as separate link in the body of the Posting landing page.

Penn Nursing Science
University of Pennsylvania School of Nursing

Current Students | Guidance Counselors | Parents | Research Colleagues | Alumni | Media

About Penn Nursing | Admissions | Academic Programs | Faculty & Staff | Research | Events | Practice & Community | Resources | Giving | Global Health Affairs | Diversity

SEARCH
INTRANET | DIRECTIONS

Open Faculty Positions

- Faculty Mentorship Program
- Title of New Position

Version: Published (1.0) **Status:** Published and visible to all readers

Page | Workflow | Tools | Edit Page

Penn Nursing > Open Faculty Positions > Title of New Position

Department Chair, Biobehavioral and Health Sciences
University of Pennsylvania School of Nursing

The University of Pennsylvania School of Nursing is one of 12 Schools in a highly ranked University and the top nursing school in NIH funding in the United States. The School of Nursing at the University of Pennsylvania is dedicated to advancing nursing knowledge, producing leaders, influencing policy, and defining practice. We are inviting applications from doctorally prepared senior academics for the position of Department Chair, Biobehavioral and Health Sciences (BHS).

The BHS Department Chair is a vital administrative role in our School that partners with the Dean, Associate Deans, and the Chair of the Family and Community Health Department in meeting the School's strategic goals in education, research, and practice. A senior nurse faculty scholar is sought to provide administrative leadership of this Department that includes some of the top nursing, basic and applied science researchers and clinical leaders in the country. Its faculty specializes in the biobehavioral aspects of adult health to advance nursing science and patient care within complex health systems.

The Chair has fiscal accountability (budgeting, fundraising) for the department and is responsible for faculty recruitment, appointment/reappointment, promotion, and mentoring; course staffing; and creating a community of scholars that share common fields of interest, teaching commitments, and scholarly goals. Professorial rank and salary will be commensurate with qualifications and experience. Interested persons should send a letter or email, including their

Posting open job positions to Open Faculty Positions landing page on www.nursing.upenn.edu

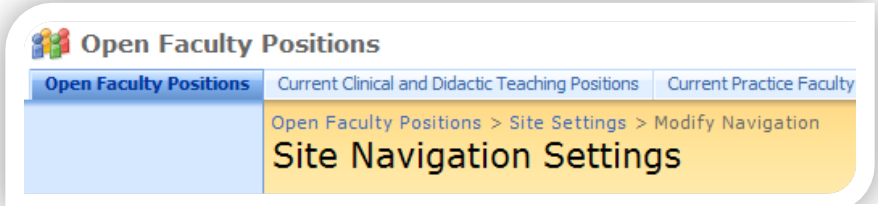
How to "Hide" a new job posting's default left-hand navigation link on the Open Faculty Positions landing page

- Make sure you are "Signed-In" and have the Open Faculty Positions landing page visible. The page editing toolbar should be visible.
- Click "Site Actions", selecting the "Site Settings":"Modify Navigation" sub-menu option.

Posting open job positions to Open Faculty Positions landing page on www.nursing.upenn.edu

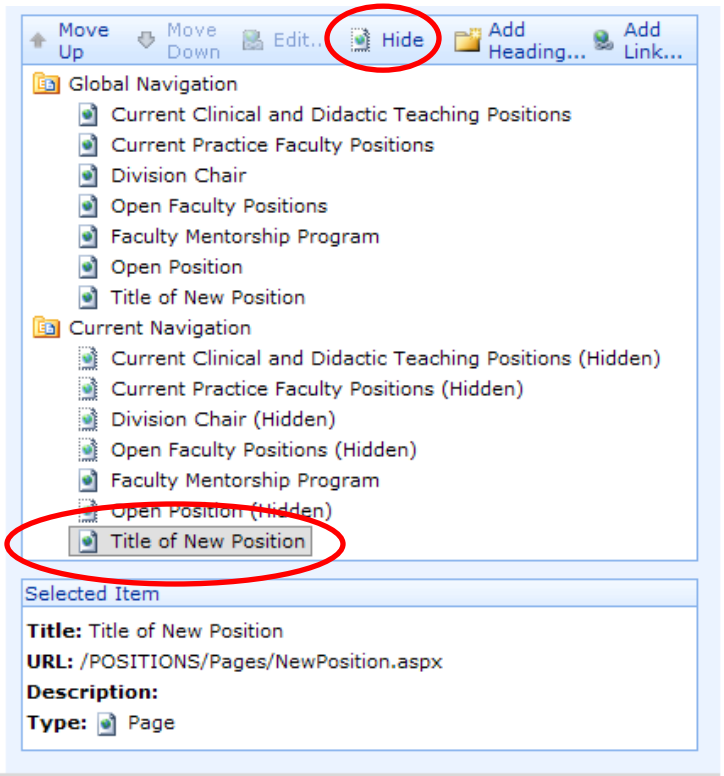
How to “Hide” a new job posting’s default left-hand navigation link on the Open Faculty Positions landing page

- The “Site Navigation Settings” should now be visible.
- Locate the “Navigation Editing and Sorting” section. Click the new position page you added under the “Current Navigation” folder.
- Once the page is highlighted, click the “Hide” icon on the Navigation Toolbar. The word “(hidden)” should now appear next to the page name.
- Click the “OK” button. The link will no longer be visible on the Open Faculty Positions landing page.



Navigation Editing and Sorting

Use this section to reorder and modify the navigation items under this site. You can create, delete and edit navigation links and headings. You can also move navigation items under headings and choose to display or hide pages and subsites. Show me more information.



OK Cancel

Posting open job positions to Open Faculty Positions landing page on www.nursing.upenn.edu

How to ad a new job posting's link on the body Open Faculty Positions landing page

- Make sure you are "Signed-In" and have the Open Faculty Positions landing page visible. The page editing toolbar should be visible.
- Navigate to the page of the newly added position posting. If you are unsure where the page is… Click "Site Actions", select "View All Site Content". Click on the "Pages" folder. You should be able to locate the new page, click on the name to open in your browser.
- Copy the URL of the In the address bar of the web browser into your clipboard (select the URL text; right-click the selected text; select "Copy").

Posting open job positions to Open Faculty Positions landing page on www.nursing.upenn.edu

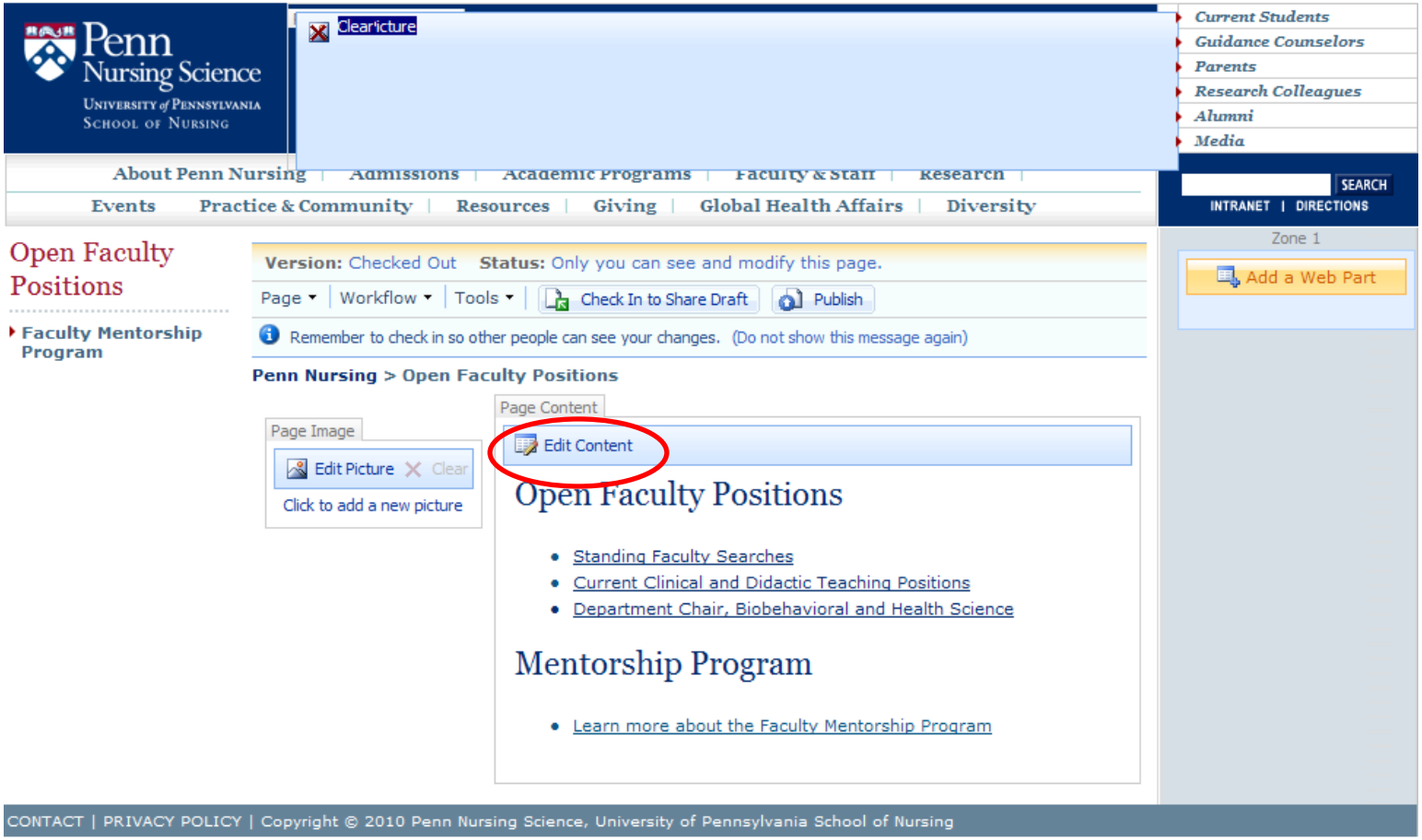
How to ad a new job posting's link on the body Open Faculty Positions landing page

- Return to the Open Faculty Positions landing page with the Page Editing Toolbar visible.
- Click the "Edit Page" icon.

Posting open job positions to Open Faculty Positions landing page on www.nursing.upenn.edu

How to ad a new job posting's link on the body Open Faculty Positions landing page

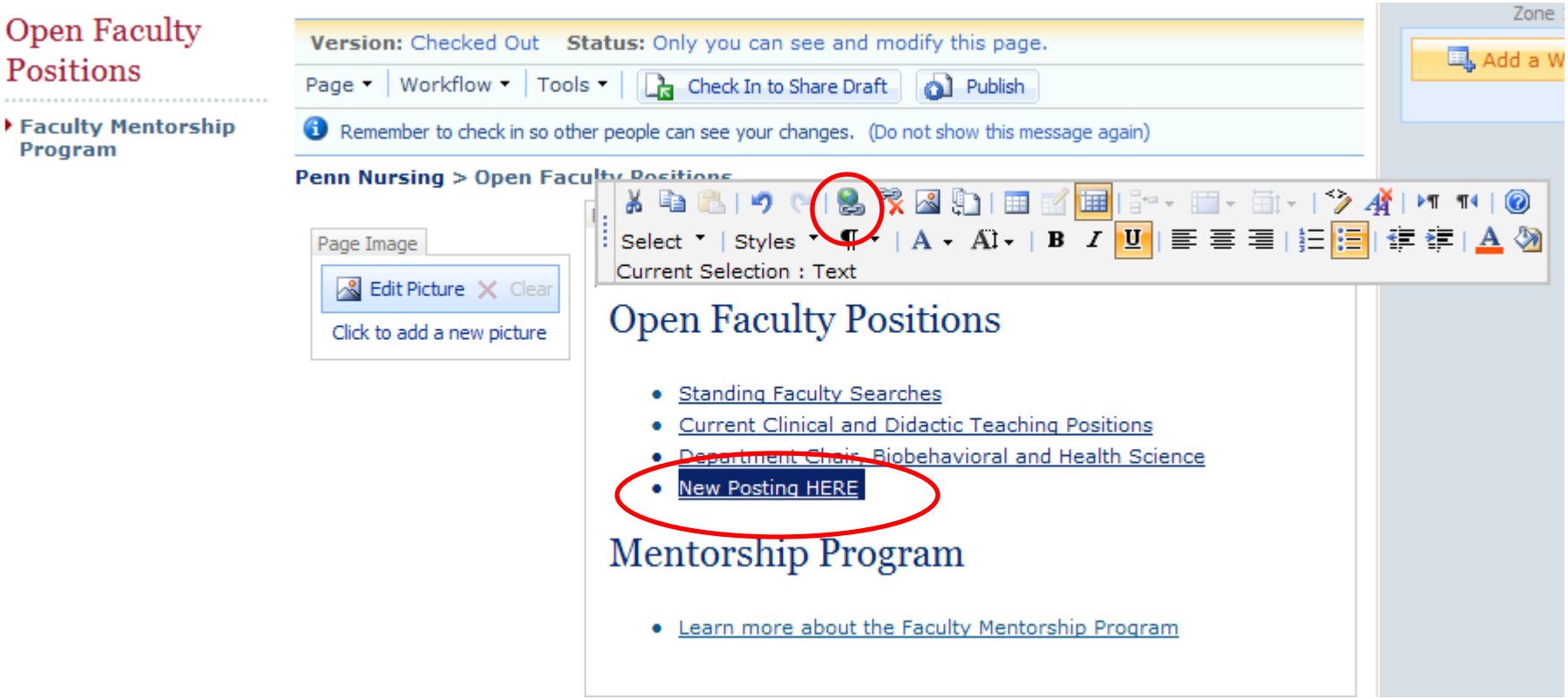
- Click the "Edit Content" icon under the Page Content section.



Posting open job positions to Open Faculty Positions landing page on www.nursing.upenn.edu

How to ad a new job posting's link on the body Open Faculty Positions landing page

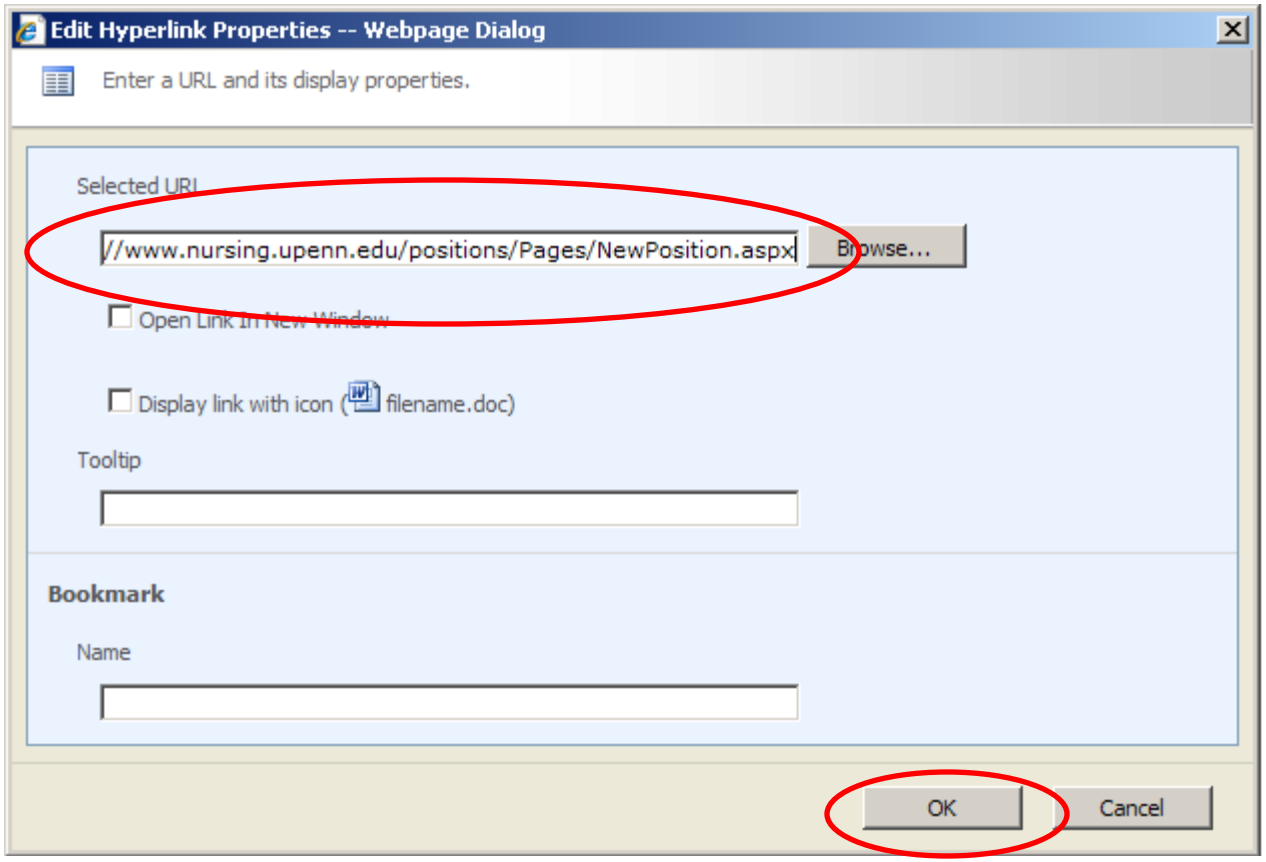
- With the Page Content section in 'edit' mode, add a new line of bulleted text (e.g. "New Posting HERE").
- Select the new line of bulleted text, then click the Hyperlink icon on the Content Editing Toolbar. This will open the Edit Hyperlink Porperties dialog.



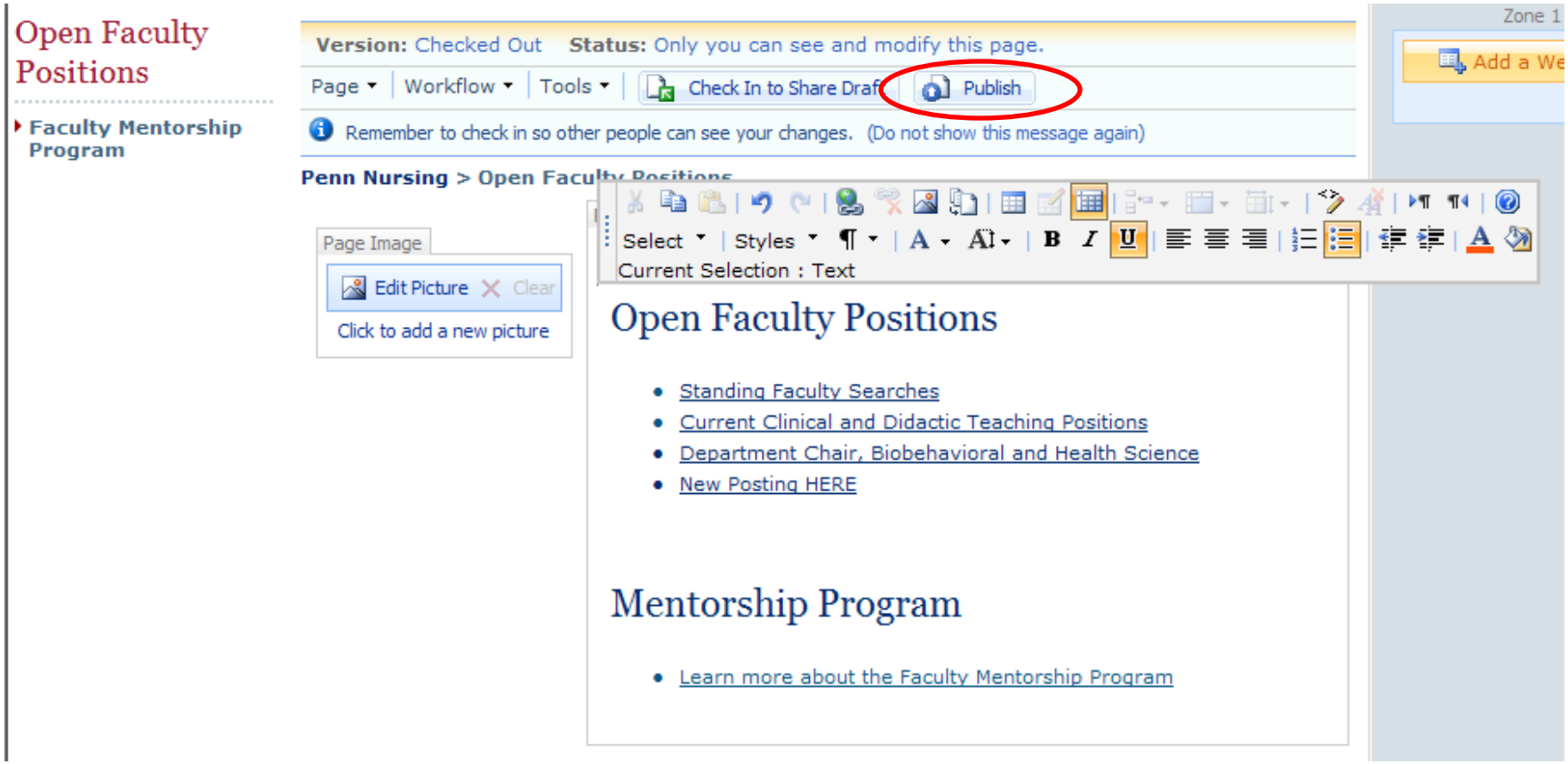
Posting open job positions to Open Faculty Positions landing page on www.nursing.upenn.edu

How to ad a new job posting's link on the body Open Faculty Positions landing page

- Supply the "Selected URL" using the new position page URL copied to your system clipboard. (Place your cursor in the "Selected URL" textbox and press "Ctrl-V" on your keyboard)
- Click the "OK" button to return to the Open Faculty Positions landing page in 'edit' mode.



Posting open job positions to Open Faculty Positions landing page on www.nursing.upenn.edu

How to ad a new job posting's link on the body Open Faculty Positions landing page

- Click the "Publish" icon on the Page Editing Toolbar. The new link should be visible on the Open Faculty Positions landing page.