

# Health Care Education Association (HCEA)

## Career Posting Guidelines

**Job posting fee:** \$100.00

**Heading:** Begin with the job title as the heading.

**Contact information:** Include the following contact information at the end of your posting:

- Name of contact person
- Name of organization
- Address
- Phone
- Fax
- Email

**Format:** Email your job postings as a Microsoft Word (.doc) or standard text (.txt) document attachment. Or, include it within the body of the email message.

All job postings are in text format only; graphic images will not be used.

**Posting size:** Please limit the size of your job posting to one or two paragraphs or approximately 200 words.

**Term:** Each job posting is automatically removed 90 days from date of posting unless we receive an email message or faxed letter requesting an extension.

Please notify us as soon as the position has been filled so that we can remove it from the Website.

**Communications:** All communications regarding job postings or changes to job postings must be in writing or by email.

**Contact us:** To take advantage of this service, please send your job posting to the Rees Group office at [HCEAdmin@hcea-info.org](mailto:HCEAdmin@hcea-info.org) or call 608-441-2474 for more information.

Please allow 2–3 business days from date of receipt for your job posting to be posted on the HCEA website.