Purchase a Job Listing for your organisation

1   Navigate to **https://www.alia.org.au/**
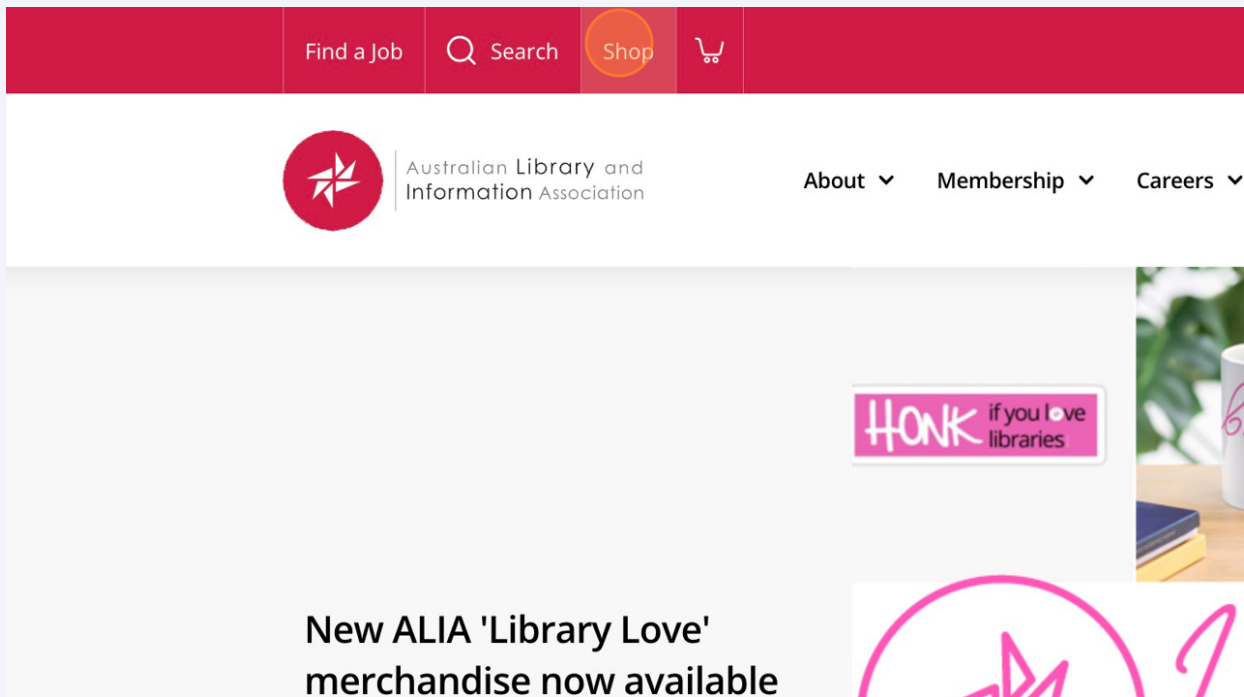
2   Click "Shop"

3 Click "Shop"

oducts

Employment Advertising

Shop

Fees - Qua

Shop

4 Click "Purchase" on the item of your choice

Six Month Package - Unlimited

Allows your organisation to place unlimited job listings over a six month period...

Members: $1500.00 / Non Members: $1800.00

Purchase

Single Job

Create a single jo vacant board. Wi closing date....

Members: $38C

Single Featured Listing

Create a Featured Single Job Advertisement on our positions vacant board. Get noticed and add your job to the 'Featured Job' section of ALIA News, LinkedIn and Facebook pages. This...

Members: $490.00 / Non Members: $595.00

Job Renew

Extend your job lis

$110.00

5   Click 'Add to Cart'

Allows your organisation to place unlimited job listings over a six month period

Discounted member price:	~~1,500.00~~
Your price:	**1,800.00**
You could save:	16.7%
Quantity:	1

Add to Cart

ons, click here.
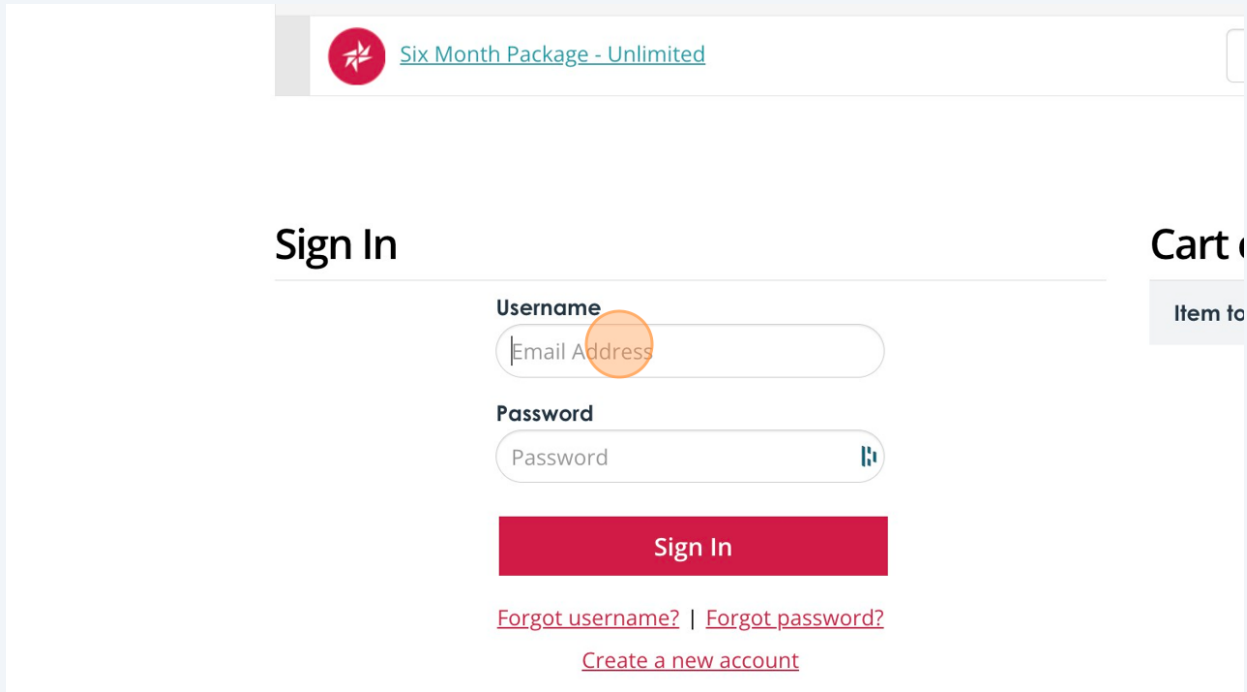
6   Click 'Proceed to Checkout'

Update Cart

Proceed to Checkout

7   If you are not already signed in to the website, you will need to do so at the checkout. Enter your username and password here before clicking 'Sign in'
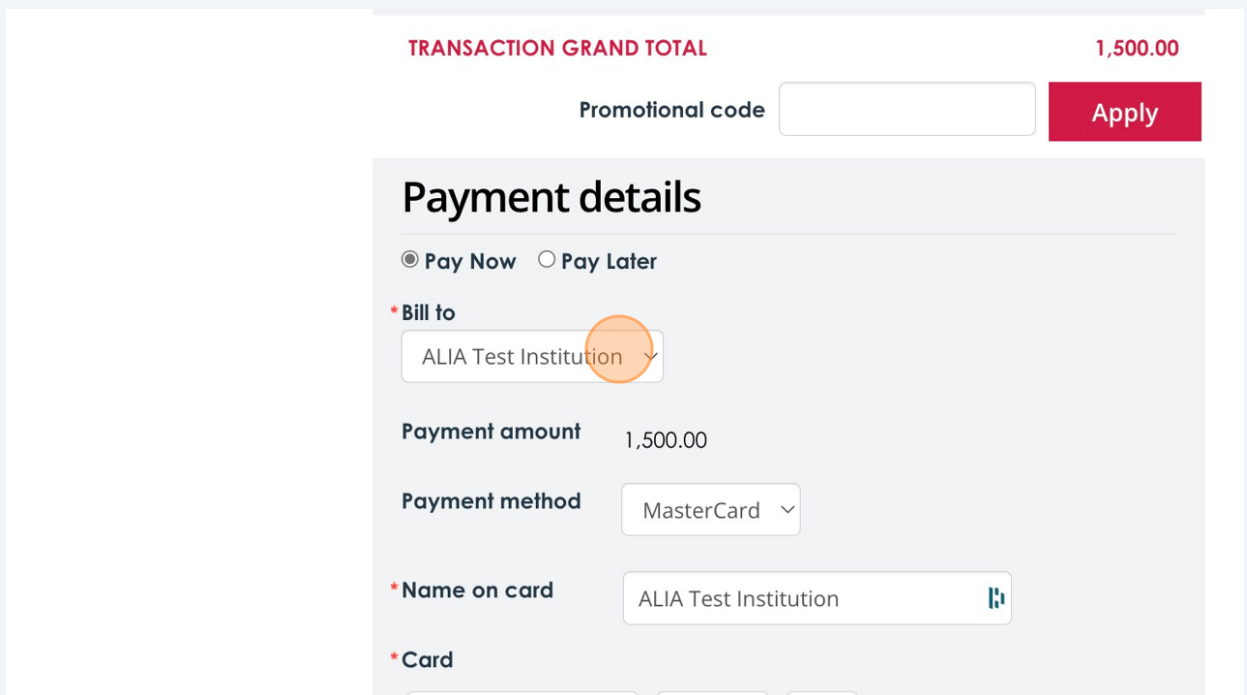
Six Month Package - Unlimited

Sign In

Cart

Item to

Username

Email Address

Password

Password

Sign In

Forgot username? | Forgot password?

Create a new account

8   Now that you are signed in, you have two options for payment. Pay Now or Pay Later.

After choosing when to pay, please ensure that you choose your organisation in the 'Bill to' drop down list.

TRANSACTION GRAND TOTAL   **1,500.00**

Promotional code   [   ]   **Apply**

Payment details

◉ Pay Now   ○ Pay Later

* **Bill to**

ALIA Test Institution   ∨

Payment amount   1,500.00

Payment method   MasterCard ∨

* **Name on card**   ALIA Test Institution

* **Card**

9   Click 'Submit Order'

Pay Now   ● **Pay Later**

ill to

| ALIA Test Institution ⌄ |

O number

Submit Order

ALIA House

10   After your order has been processed you will be presented with your order details on screen with an option to email a copy of your order should you require this.

To view and begin editing your job ad, Click "Member Centre"

| Hi, Brock | Member Centre | Member Resources | Sign out |

Membership ⌄   Careers ⌄   Research & Publications ⌄   Events & Training ⌄   Advocacy ⌄

n Library and Information Association

gston 2604 AUSTRALIA p +61 2 6215 8222 e finance@alia.org.au

11 Click "My Job Ads" tab

er
on

tion Staff | **Status** Active | **ID** 288502

| es | My Events | My Purchases | Preferences | My Job Ads |

Edit

My Alerts and Messages

Last Name
Tester

As a Company Admin of the following company/s, you are also authorised to access your Institutional membership record. To do so, click the link below:

Personal Pronouns

Date of Birth

ALIA Test Institution

12 Click "Create Job"

wnloads

Views on my ads

0

Create Job

13 Complete the fields required to post your employment advertisement

Other details

Company Name

on

ob Region

14 To see all jobs that have been added using your jobs package, Click "[Your institution name]" just underneath your profile name.

Information Association   About ▾   Membership ▾   Careers ▾

Edit

Brock Tester

ALIA Test Institution

Category Institution Staff | **Status** Active | **ID** 288502

My Profile   My CPD   My Courses   My Events   My Purchases   Preferences

Apply clicks on my ads   Attachment dow

15 Click "Jobs Board" and this is where you will see a list of jobs that have been posted by your organisation.

ALIA Test Institution

Category Institutional | **Status** Active | **Paid through** 31/01/2025 | **ID** 250837

Participation	Transactions	Preferences	Jobs Board

Edit

| e **First Name** Brock |
| e **Last Name** Johnston |
| **Name** | Finance |
| **Name** | Team |

Alerts & Messages

⚠ Open invoices due for payment