

Job Posting Procedures

The American Association of Certified Orthoptists is pleased to continue offering a job posting service. Post your job ad for 6 months from date of purchase for \$350.

All job ads must be submitted using our information using our job posting [FORM](#) .

Do not submit job ads by email. When using this form, in addition to contact information and payment, you will be able to upload the copy of your ad (in Word or a text format).

Please submit straight text and

not

a form or some other brochure/flier.

Please allow 7-10 days after payment is confirmed for your listing to appear on the website.

All job ads placed on the AACO website must meet the following important qualifications and conditions:

1. Although AACO makes reasonable efforts to screen postings that it publishes, the American Association of Certified Orthoptists assumes no liability for the content of announcements or the accuracy of information contained in an announcement submitted. Questions about specific postings should be submitted directly to the author of the posting.
2. AACO reserves the right to decline to publish a posting for any reason. (If we decline to publish, we will refund the posting fee.)
3. All job postings must be submitted using the online form. Any submission sent by regular email will be rejected.
4. Every ad must have the name, phone number and email address of a responsible contact person who can respond to inquiries from readers.
5. We will not review your ad for misspelled words or grammar. In most cases, we will post exactly what you submit.
6. Ad should contain between **no more than 250 words**. AACO reserves the right to edit any announcements we determine are too long, as well as to ask the author for changes or clarifications before posting. If we edit an ad, we will check the content with the author before posting.

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7. The document you upload should be straight text (Word or RTF format). Do not upload a brochure or a job announcement "flier." Documents that are not in a text format will be returned.

8. Your ad will be removed from the page 6 months from the posting date.

9. We will make every effort to publish your ad within seven business days of submission, but this is not guaranteed. The specific posting date is subject to workload and availability of the website editors. Accordingly, we recommend that items with a tight deadline not be submitted.

[CLICK HERE](#) to go to the page with current employment opportunities.

AACO Administrative Office

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