

## How to set up a Quick Search on the Job Search Menu

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**How to set up a Quick Search on the Job Search Menu (Admin only)**Â This feature allows an Admin to add a Job Search agent (Quick Search) for a subset of students based on criteria. Â The link to these jobs will appear in the student Job Search menu.Â It will only appear to those students who match the criteria. Searches can be set up for a Position Type (Full-Time, Part-Time, Internship), Class Year or Program. If you do not see the Student Quick Search tab, contact [support@gradleaders.com](mailto:support@gradleaders.com) to set it up. (See attachment for full instructions.)

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