

# APSA Department Officers Guide

Thank you for utilizing your department account with APSA. Below we have created a guide to help department officers manage their department account. The APSA User Home Page is the starting point to manage the department account for department officers.

All individuals linked to a department account have access to the [Department Portal](#) providing them with access to webinars, resources, and department member benefits.

## Accessing User Home Page

1. Log into [apsanet.org](#)
2. Click on your name in the right-hand corner

## Renewing Department Membership

1. Navigate to your APSA User Home Page
2. Click on the button labeled “Join or Renew your Department Membership”. If you do not have the “Join or Renew your Department Membership” please contact us at: [dsp@apsanet.org](mailto:dsp@apsanet.org)
3. Confirm the department and faculty size
4. Continue to payment

### Membership Info

Type: Individual Memberships  
SubType: Regular Member A  
Expires: 2/28/2023  
Joined: 2022

- Join or Renew Your Membership
- Add a Section
- Join or Renew your Department Membership
- Journal Delivery Preferences

## Posting a listing on eJobs

1. Find “APSA Resources,” on the right hand side of the page and click on “Access eJobs”
2. Select the Employers options to add a job listing.

eJobs Online

Please select the appropriate button below and then click "Continue".

**Job Bank**

Candidates:  I wish to add or edit my CV and search job listings.

Employers:  I wish to add a job listing as an institution or other employer.

[Continue](#)

### APSA Resources

- [Add or Renew a Section](#)
- [Add Interdisciplinary Memberships](#)
- [Related Groups](#)
- [DSRP Recruitment](#)
- [Access eJobs](#)

3. Find Job Bank Menu and click on Add a New Job

Welcome APSA (1995236) to the American Political Science Association Job Bank Area.  
You can view a PDF of the previous months's job listings here: [eJobs as of 7/7/2022.](#)

**Job Bank Menu**

- [Add A New Job](#)
- [Candidate Search](#)
- [Job Search](#)
- [Exit the Job Bank](#)

## Diversity Student Recruitment Program Enrollment

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1. Log into [apsanet.org](https://apsanet.org)
2. Click on your name in the right hand corner
3. Find “APSA Resources,” on the right hand side of the page, and click on “DSRP Recruitment”
4. Confirm that the correct department name is listed and click submit
5. Submit payment
6. If you are experiencing any issues please contact us at: [dsp@apsanet.org](mailto:dsp@apsanet.org)

### APSA Resources

- [Add or Renew a Section](#)
- [Add Interdisciplinary Memberships](#)
- [Related Groups](#)
- [DSRP Recruitment](#)
- [Access eJobs](#)
- Meeting Information**
- [Register for the Annual Meeting](#)
- [Proposal Submissions](#)
- Donations**
- [Make A Donation](#)
- Transactions**
- [Pay Invoice](#)

## Updating Department Officers

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1. Locate “APSA Resources” on the right hand side and click on Department Officers option.
1. From there you will be able to view all individuals that are currently linked to the department account as an officer. Individuals can be deleted by clicking the “delete” option.
2. To add a new officer, click the “Add a New Officer” button.
3. Select “To locate or change the officer, please click here.”
4. Search for the individual that you would like to add. If the individual does not appear, please have them create an account [here](#).
5. Once the individual is selected, choose the position that the individual will hold. Options include: Department chair, grad program director, placement officer, undergraduate program director, department administrator, faculty, etc.
6. Click “Save”.

### Account Actions

### Contact Information

- [My Profile](#)
- [My Addresses](#)
- [My Email & Phone Number](#)
- [My Demographics](#)
- [My Degrees](#)
- [My Work Affiliations](#)
- [Privacy Options](#)

### APSA Resources

- [Add or Renew a Section](#)
- [Add Interdisciplinary Memberships](#)
- [Related Groups](#)
- [Department Officers](#)
- [DSRP Recruitment](#)
- [Access eJobs](#)