



Get Your Job Posting or Training Featured in the RSA Weekly Newsletter

RSA accepts job postings and training opportunities for inclusion on the RSA website and linked in the **RSA Weekly e-News**.

How to Submit

Send your posting by email to the **RSA Member Services Manager**, [Rachel Retherford](#), either:

- As plain text in the body of the email, or
- As a Word document attachment.

Postings may be submitted at any time. Approved postings will be published on the RSA website and linked in the **Weekly e-News**, which is distributed on Thursdays.

Required Submission Information

The following information is required for all submissions:

- Posting Expiration Date
- Posting Header/Title
- Position Start Date or Training Date(s), if applicable
- Position/Job or Training Description — maximum 300 words
- Organization/Affiliation
- Location, if applicable
- Contact Person
- Contact Email
- Relevant Links, including application, registration, or additional information links, as applicable

Submission Requirements

All submissions **must** meet the following requirements:

- **Maximum 300 words.** Submissions exceeding the word limit will not be posted.
- Text only; **no graphics or logos.**
- Include all relevant links directly in the posting.
- Provide contact information for interested applicants or participants.
- Submissions must be well-edited and accurate.

Posting Duration

Your listing will remain available through the RSA job posting and training opportunities link and may be included in the weekly newsletter until:

- The expiration date provided with your submission, or

- You request that the posting be removed.

What RSA Does Not Post

RSA job and training postings do not include:

- Advertisements for studies or surveys
- Research participant recruitment
- Research-related promotions or similar requests

Audience

The RSA Weekly e-News is distributed to RSA Members and Non-Members who have opted in to receive communications from the RSA Executive Office and have an account through the RSA conference site.