



Thank you for contacting the Pittsburgh Chapter of ISACA Career Centre.

We want to work with your firm and are able to provide you a free service along with servicing our community; however we will not edit or clean up your documents, nor post an unprofessional, unedited document. For example, in the past we have received Word documents and emails with strikethroughs which look very unprofessional.

Unfinished or unprofessional submissions will not be posted. A professional looking document reflects on the professionalism of your organization and ours.

How to advertise a position on our web site:

Send an email to Stephanie McDonough at [mcdonoughs12@upmc.edu](mailto:mcdonoughs12@upmc.edu) following the 3 guidelines below.

You may attach a PDF along with a hyperlink; however option #1 below is preferred.

1. An online hyperlink directly to the opening on your firm's web site.
2. An online hyperlink to your HR department's web site with the job title and job listing number if available.
3. Attach a PDF document (preferred), or text document (e.g. MS Word) which we will then format in to PDF.

If you are sending a text or Word document, the document will be not be edited. For example, if there are strikethroughs or the document is poorly formatted it will not be posted. This will be decided at the discretion of the ISACA Pittsburgh Chapter.

**Open positions will be posted for 90 days, at which time the listing will be removed from the web site.** If the position is still vacant after 90 days, you may resubmit.

Please understand that in these times of economic difficulty we have an obligation and desire to serve so your cooperation and understanding is appreciated.

How to advertise a position in our monthly newsletter:

Our newsletter is emailed to our membership of over 400 local professionals.

Send an email to Stephanie McDonough at [mcdonoughs12@upmc.edu](mailto:mcdonoughs12@upmc.edu) following the guidelines below.

Attach a PDF document (preferred), or text document (e.g. MS Word) which we will then format in to PDF.

If you are sending a text or Word document, the document will be not be edited. For example, if there are strikethroughs or the document is poorly formatted it will not be posted. Please understand we cannot own the responsibility of editing your submissions.