**Job Posting Template Instructions**

**Please use this posting template to request HR to post a position for you.**

**In order to keep the postings uniform in appearance, please follow these guidelines:**

Do not copy and paste items unless you can do that without creating text boxes.

Do not use bullet points or other symbols

Do not use your own posting

Please provide email addresses of those individuals needing to access the applications:

**Job Posting Template**

**Title:**

**Position Type:**

**Posting Date:**

**Closing Date:**

**Please provide email addresses of individuals needing to access the applications:**

**Description:**

Insert text here

**Minimum Qualifications:**

Insert text here

**Responsibilities and Essential Functions:**

Insert text here

**Salary:**

Commensurate with experience and in accordance with specified salary schedule

**Reports To:**

Insert text here

**Application Procedure:**

Please complete the employment application through this online system.