**Job Posting Template**

**To the user: THIS TEMPLATE IS DESIGNED TO CAPTURE INFORMATION ABOUT YOUR POSITION TO PLACE THE JOB AD. A JOB POSTING IS AN ADVERTISEMENT MEANT TO ATTRACT JOB APPLICANTS. THE POSTING SHOULD BE A TRIMMED-DOWN VERSION OF THE JOB DESCRIPTION.**

**SAMPLE INTRODUCTION:** The University of Wisconsin-Parkside is a dynamic learning community grounded in academic excellence and focused on student success, diversity, inclusion and community engagement. One of 13 four-year institutions within the University of Wisconsin System, Parkside provides an educational value to our students that’s unparalleled. An affordable, high-quality education is an investment in ones future, and we believe the cost of an education should not prevent any student from achieving his or her educational and professional goals.

UW-Parkside is a great place to start or enhance your career. The campus is nestled in 700 acres of woodland and prairie and two miles west of Lake Michigan in Kenosha, WI. At Parkside we offer competitive pay and benefits, as well an engaging and supportive work environment. Parkside is a community that’s easy to call home. Find out why.

**Position Title:**

**Employment Type:** Full or part time –

Limited, Academic, Faculty, University Staff

Exempt, Non-Exempt

**Reports To:** The **[job title]** will report to **[positions title or titles this position reports to]**.

**Pay Range:** If committee wants to provide.

In the first paragraph, introduce the most important details of the job. Include the most interesting parts of the job as well as the benefits of working in that particular position.

**Key Job Responsibilities**

In this section, you might also include a short list of key responsibilities. This can be pulled from the TTC JD.

**Qualifications**

[Next, list the qualifications. This should include:

1. Education
2. Experience
3. Certifications]

Short summary of the department and work environment

We will insert a link to the actual job description.

All recruitments have a benefits section that provides information and links to review benefit information.