**Job Title**

**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:**

**About the University of Wisconsin-Parkside**  
Since its founding in 1968, the University of Wisconsin-Parkside has been a trusted partner for the region’s higher educational needs, empowering students to thrive, advancing applied knowledge, and developing talent for the future. The university offers undergraduate and graduate degrees, as well as certificates and pre-professional programs, designed to foster personal and professional growth through real-world and impactful learning experiences. With over 30,000 alumni—nearly 60 percent of whom were the first in their families to earn a degree—UW-Parkside reflects and celebrates the vibrant diversity of our world. Our beautiful campus, located in the dynamic Chicago-Milwaukee corridor, offers unmatched access to world-class internships, professional networks, and endless career-building opportunities, placing students at the center of it all.

At UW-Parkside, faculty and staff enjoy a supportive, inclusive environment where their work directly contributes to transforming lives and strengthening communities. The university offers competitive pay and benefits, making it a great place to build a meaningful career.

**Position Title:** Official TTC Title (Working Title in parenthesis if applicable)

**Employment Type:** Full or Part time (if part time, include hours per week)

Limited, Academic Staff, Faculty, or University Staff

Salaried or Hourly

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

**Full Time Pay Range: Choose one of these 5 options that is appropriate for the job;**

$XX.XX - $XX.XX per hour

Starting at $XX.XX per hour

$XX,XXX – $XX,XXX annualized

Starting at $XX,XXX annualized

Do not list pay

In this 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 REQUIRED qualifications (this needs to be at the same level or higher than TTC but cannot be lower). This should include:

* Education
* Experience
* Certifications
* Other

**You may include a statement here encompassing any other qualifications that you ideally/preferably want the candidate to have, but are not required to be considered for the job.**

*The ideal candidate will possess A, B…*

*Example*

*“The ideal candidate will possess bilingual ability and knowledge of state and local policies in the Midwest.”*

Short summary of the department and work environment

**Job Description**

HR will insert a link to the actual job description.

**Benefits Information**

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