

Job Posting Template

This is a template to help you create effective job or project postings, which you can post yourself on the [iCareers Employer Portal](#).

Organization: Name of employing organization, specific department(s) and physical address.

Organization Contact: Name, email & address of person associated with position.

Position Title: Name that best describes the job and also corresponds to the title listed on employer website which may differ. (Ex.: Technical Services Librarian/System Admin II)

Position Type: full-time, part-time, entry-level, internship

Location: City and State or Country

Employer/Organization Description:

Job Description: An explanation of how this job fits into the needs of the organization and a description of what the individual will do on a day-to-day basis; specific projects to be completed.

Requirements/Qualifications: Skills, education, experience that applicant must possess for consideration. Please indicate which are required and which are preferred.

Application Instructions: Please specifically indicate what materials and/or processes need to be completed for an official application to be considered.

-résumé, -cover letter, -writing sample, -references, paper or online application, letters of recommendation, etc.

To whom and how they should submit materials? If you want them to apply online, please include the link.

In the **iCareers Employer Portal** system you will be given three options for

“Resume Submission”

1. *Email* - if checked, resumes will be emailed to the contact on record
2. *Accumulate Online* - the resumes will be stored within the iCareers Portal
3. *Other* – this option is used to Generate the “How to Apply Box” where you can include specific instructions and your company’s link if they need to apply on your particular website.

Work Hours: Number of hours per week and timeframe in which work must be accomplished (full-time or part-time).

Salary: Hourly, weekly, monthly, or yearly amount, "Based upon Qualifications," or volunteer

Closing Date: Date by which applications must be submitted