

Full Position Announcement Template

POSITION RANK/TITLE LOCATION OF POSITION

INTRODUCTORY LANGUAGE (OPTIONAL)

Illinois is a world leader in research, teaching, and public engagement. We serve the state, the nation, and the world by creating knowledge, preparing students for lives of impact, and addressing critical societal needs through the transfer and application of knowledge. Illinois is the place where we embrace difference. We embrace it because we value it. Illinois is especially interested in candidates who can contribute, through their research, teaching, and/or service, to the diversity and excellence of the Illinois community.

STATEMENT OF DUTIES AND RESPONSIBILITIES

- For Academic Professional positions, the duties must be consistent with the approved PAPE. The duties in the announcement can be a summary of the duties in the PAPE but it should be clear the same position is being described.

MINIMUM QUALIFICATIONS

- For Academic Professional positions, the duties must match approved PAPE.

PREFERRED QUALIFICATIONS

- For Academic Professional positions, the duties must match with the approved PAPE.

SALARY STATEMENT

Enter range, or salary statement such as “Salary will be commensurate with experience”. If a specific range is publicly advertised, the appointee cannot be offered a salary outside that range.

APPOINTMENT STATUS

Include a statement with information such as the % time of appointment, 9 month or 12 month, Visiting status if applicable, etc. If position is visiting or less than 100%, language such as “the position may become non-visiting or full-time position dependent upon funding and programmatic needs” can be added if applicable. If this language is included and the visiting status/percent time need to be changed in the future, an appointment change form will be not required.

PROPOSED STARTING DATE

Can either list specific start date (i.e. 8/16/2016), or language such as “Start date is negotiable” or “As soon as possibility after the closing date.”

APPLICATION PROCEDURES

For full consideration, please create your candidate profile at <https://jobs.illinois.edu> and upload your (list required documents, such as resume, a cover letter, and the names and email addresses or phone numbers of three professional references, etc.) by [**CLOSE DATE**]. All requested information must be submitted for your application to be considered.

CONTACT

For further information regarding application procedures, you may contact (departmental contact name, phone number and/or email address).

You may also visit <http://www.xxxx.illinois.edu> (departmental website) for additional information (optional).

(REQUIRED STATEMENTS)

The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer.

The University of Illinois is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans and individuals with disabilities are encouraged to apply. For more information, visit <http://go.illinois.edu/EEO>. To learn more about the University's commitment to diversity, please visit <http://www.inclusiveillinois.illinois.edu>.

Short Ad Template

The [hiring unit name] at the University of Illinois, Urbana-Champaign has an opening for a full-time **[POSITION TITLE]**. The full announcement can be found at **[LINK TO ANNOUNCEMENT]**. For full consideration, all required application materials must be submitted by **[CLOSE DATE]**.

(REQUIRED STATEMENTS)

The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer.

The U of I is an EEO Employer/Vet/Disabled www.inclusiveillinois.illinois.edu