

**Job Posting Details**

## **Posting Information**

Date: **Click or tap to enter a date.**

UCAP Title: **Click here to enter text.**

Hiring Manager: **Click here to enter text.** Department / Division: **Click here to enter text.**

Department Website Link: **Click here to enter text.**

Limited to current UA Employees? Yes [ ]  No [ ]  Number of Openings: **Click here to enter text.**

Target Hire Date: **Click or tap to enter a date.**

## **Ad Details**

Working Title: **Click here to enter text.**

Employment Classification: **Click here to enter text.** Full Time [ ]  Part Time [ ]

FTE: **Click here to enter text.**

Rate of Pay: **Click here to enter text.**

Position Summary:

[enter position summary here]

Duties and Responsibilities:

*For University Staff positions, use the* [*University Career Architecture*](https://arizona.jdxpert.com/Saml20.Signon.asmx) *information in the Family/Stream Principal Responsibilities and Principal Responsibilities for the job fields to ensure your duties and responsibilities are in alignment with the University Staff classification.*

* [enter duties and responsibilities here]

Qualifications:

*For University Staff positions, refer to the* [*University Career Architecture*](https://arizona.jdxpert.com/Saml20.Signon.asmx) *Experience Minimum Qualifications and UCAP Education Minimum Qualifications fields to align your information with the University Staff classification. Please refer to the* [*Creating Minimum & Preferred Qualification Guide*](https://hr.arizona.edu/sites/default/files/hr/managers-supervisors/Recruitment-Hiring/Creating%20Minimum%20%26%20Preferred%20Qualifications.pdf) *for more information on crafting preferred qualifications.*

[enter qualifications here]

Preferred Qualifications:

* [enter preferred qualifications here]

Required Documents (e.g. resume, cover letter): **Click here to enter text.**

Supplemental Questions (max of 3):

* [enter questions here]

Keywords: **Click here to enter text.**

*Helps applicants find your position when searching for positions in Talent.*

## **Reviewers**

Search Committee Members:

* [enter committee members here]

Interviewers:

*These individuals will be able to see applications once an applicant transitions to “Interview” status and use the interview scheduling tool.*

* [enter interviewers here]