

Job Title: Name of the Job

Anticipated Start Date: Month XX, 20XX

Estimated Pay: \$xx.xx per hour / \$xxx.xx semi-monthly

Schedule: Day. – Day. Xpm – Xpm

Location: Campus Building, Room

About the department / center:

Optional text describing the department

Role Description:

The department of XX is seeking, responsible, motivated individuals to assist with (project name / major task).

Primary Responsibilities:

- Bulleted list.

Qualifications:

- Bulleted List.

Hiring Timeline:

If you do not have an immediate start date, provide a hiring timeline.

Example:

Application Review: Date Range

Interviews: Date Range

Offers Extended: Date Range

Please note that dates are subject to change depending on the needs of the department.

This document should be saved as a pdf and emailed to udtalentlink@udel.edu for posting.