



UNIVERSITY *of*
DENVER

SHARED SERVICES CENTER

JOB POSTING FORM

Please complete this form and e-mail it to the parties listed below. Please copy your Budget Officer on the e-mail. All parties included in the e-mail should "Reply all" with their approval.

For Staff Positions

Human Resources (HR.Compensation@du.edu)
Budget and Analysis (C. Emmerich) Shared
Services (M. Cozzens)

For Faculty Positions

Budget and Analysis (C. Emmerich)
Shared Services (M. Cozzens)

Person submitting request:

Position Number:

Job Title:

Number of Openings:

Position Supervisor:

Division Approver:

Search Committee Members:

Division:

Department:

Position Type (Part-Time, Temporary):

Minimum Salary (Please include salary rate for exempt and hourly rate for non-exempt):

Maximum Salary (Please include Salary rate for exempt and hourly rate for non-exempt):

Posted Hiring Range (Competitive, Salary rate/range, or hourly rate/range):

Fund-Org-Account:

FTE:

Work Schedule:

Anticipated Start Date:

Internal-posting only? If yes, please justify below: Yes No

Timeframe for posting
(Minimum for exempt is
two-weeks and non-exempt
is one week):

Memo of Explanation and Ad
Copy:

Department Introduction/Summary:

General Position Summary:

Essential Functions:

Other Functions:

Supervisory Duties:

Knowledge, Skills and Abilities (Core Competencies):

Required Education and Qualification:

Preferred Education and Qualification:

Working Environment:

Physical Activities:

Instructions to the Candidate (How to apply and candidate contact):

Job Related Questions for Candidates:

Posting Approval Comments: