

**Job Post Request Template:****Job title**

Formal job title

**Reports to**

Title of the position's reporting manager

**Job Description**

Provide a brief (3-4 sentences) description of the role, including whether it is full-time or part-time, what skills a successful applicant will have, and how this position fits into your organization

**Responsibilities and Duties**

- List the essential duties required to carry out this job in order of importance.
- Use complete sentences.
- Start sentences with verbs.
- Use the present tense.
- Use gender-neutral language.

**Qualifications**

- Education level.
- Experience.
- Specific skills.
- Personal characteristics.
- Certifications.
- Licenses.
- Physical abilities.

**Additional Information**

- Location (specific city vs remote?)
  - Benefit/salary information (if desired)
  - Contact information for interested person (full name, email address, telephone number)
  - Job application link (if posted on company/institution website)