

ALL positions must list the minimum qualifications of the position

OAE Requires **ALL external ads** to have the three required statements. This entire statement can be used with the active links

The departments can add a **Fullest Consideration** date to review applicants before the position officially close

Standard University description or College/Department description

HR Approved Job Title



**Fullest Consideration** and document request

OAE Requires **ALL external ads** to have the three required statements. Additional EE/AA statements can be found on the OAE website under resources

ALL positions must list the minimum qualifications of the position

\*Preferred Qualifications can also be listed

Standard University description or College/Department description

Schedule/Shift/Hours can be included

HR Approved Job Title