

TEMPLATE FOR POSITION DESCRIPTION/ANNOUNCEMENT

Note:

- The language in your Position Description/Announcement (PD/A) should mirror the language in Job Requisition (JR). Copy and paste the language from the JR into the PD/A.
- See [application instruction examples.pdf](#), for examples of application instructions.
- Follow this template and there will be no need for review by UMD OEO.

POSITION DESCRIPTION/ANNOUNCEMENT

UNIVERSITY OF MINNESOTA DULUTH

DEPARTMENT OF _____

Requisition No.: _____

POSITION DESCRIPTION

Reports to: _____ (May not be appropriate to specify for some positions.)

Scope of Position: _____

Duties & Responsibilities:

Qualifications:

Required:

Desired:

Start date is _____. Salary is _____ (commensurate to experience).

Complete applications will be reviewed beginning _____, and will continue until the position is filled. Letter of application, CV/resume, and contact information for three references must be submitted online.

To apply for this position, submit your application materials electronically at:
<https://employment.umn.edu>.

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