| **Date of Position Approval** | Type here |
| --- | --- |
| **Working Title** | Type here |
| **Department** | Type here |
| **Hiring Authority** | Type here |
| **Supervisor for new hire** | Type here |
| **New or Replacement**  If this is a replacement, what is the position number or name | Type here |
| **Search Committee names**  There should be a diverse committee of 3-5 people, who work with this position. The committee needs to be approved by HR, and all members should sign a confidentiality agreement. | Type here |
|  |  |
| **Job Summary:**  This is a brief description about the position so that someone from outside of OOC would know what the job responsibilities are | Type here |
| **Minimum Qualifications:**  These are the qualifications that a candidate ***MUST*** have to complete this position. Please remember what you have here will be the criteria on your matrix, and all need to be met in order to interview. Bullet points are good to use in this text box. | Type here |
| **Preferred Qualifications:**  This is your “wish list” for candidates. This will also be on your matrix. | Type here |

Please note, internal only postings are posted per the applicable CBA, or a minimum of 2 weeks, typically ending on a Sunday night at 11:59pm. External postings are advertised on OOC job board ( [OOC EMPLOYMENT OPPORTUNITIES IN HARRISBURG, PA](https://www.governmentjobs.com/careers/kutztownedu/transferjobs)) and Higher Ed Jobs ([www.higheredjobs.com](http://www.higheredjobs.com)).