**Job Posting Template**

UW Parkside is a great place to start or enhance your career and is part of the UW Systems. The campus is nestled in 700 acres of woodland and prairie and two miles west of Lake Michigan in Kenosha, WI. At Parkside we offer good benefits and an opportunity to get involved in community projects and employee engagement activities. We are certainly proud of its diverse student body in the UW System. We work together to help our students, staff and faculty thrive. Find out why Parkside is where you belong.

**Position Title:**

**Employment Type:** Full or part time –

Limited, Academic, Faculty, University Staff

Exempt, Non-Exempt

**Reports To:** The **[job title]** will report to **[positions title or titles this position reports to]**.

**Pay Range:**

In the first paragraph, introduce the most important details of the job. Include the most interesting parts of the job as well as the benefits of working in that particular position. In this section, you might also include a short list of key responsibilities. This can be pulled from the TTC JD.

[Next, list the key qualifications someone needs to get hired. This should include:

* Education
* Experience
* Certifications]

Short summary of the department and work environment.

All recruitments have a benefits section that provides information and links to review benefit information.