| **Requisition Number** | Type here |
| --- | --- |
| **Working Title** | Type here |
| **Department** | Type here |
| **Hiring Authority** | Type here |
| **Supervisor for new hire** | 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 KU would know what are the job responsibilities | Type here |
| **Minimum Qualifications:**  These are the qualifications that a candidate has to have to complete this position. Please remember what you have here will be the criteria on your matrix. 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 Friday or Sunday night at 11:59pm. External postings are advertised on our KU job board (<https://employment.kutztown.edu>) and Higher Ed Jobs ([www.higheredjobs.com](http://www.higheredjobs.com)).