Instructions for Internal Posting of Job Opening Announcements

General Information

Designated personnel officers assign authorization to list job openings according to specific work group.

Authorized submitters must list job openings via the web site at www.hawaii.edu. To submit, complete all pertinent fields on the web-based form and press SUBMIT when ready. Once cleared for posting, announcements will appear online at the job opening listing, www.hawaii.edu until the specified closing date.

Comments

Do not include EEO/AA references or minority recruitment statements.

Positions will be understood to be permanent, 11-month and full-time unless otherwise specified.

Contact designated personnel officer to cancel or amend a posted job opening.

Faculty Position
(Note: multiple vacancies with similar requirements may be consolidated under one title)

POSITION TITLE, position number 000000; Campus name (and duty location if different from application address); part time; expected duration/tenure status as appropriate; to begin MM/DD. **Duties:** Briefly summarize. **Minimum Qualifications:** State degrees and experience required, not less than in classification plan. Condense by avoiding repetition of phrases such as "knowledge of" and "ability to." (Salary: optional). **To apply:** State method, materials required, address. **Closing date:** MM/DD. **Inquiries:** Name and/or phone number.

APT Position
(Note: multiple vacancies with similar requirements may be consolidated under one title)

POSITION TITLE (working title *{optional})*; position number; Campus name (and duty location if different from application address); funding source; to begin MM/DD; duration (only if temporary). **Duties:** Briefly summarize major duties and responsibilities. **Minimum Qualifications:** List in accordance with approved position description. Condense by avoiding repetition of phrases such as "knowledge of" and "ability to." **Desirable Qualifications:** As approved. **Pay range:** Indicate band assignment and designated new hire rate. **To apply:** State method, materials required including UH APT Application Form 64, address. **Closing date:** MM/DD. **Inquiries:** Name and/or phone number.