

Academic Administrator Job Advertisement Template

Complete this form if you would like your Recruitment Specialist to create a draft of your advertisement.

Instructions for completing and submitting this form:

1. Please check off all appropriate options below that pertain to your recruitment. Enter additional information in the text fields if you wish to include that information in your advertisement.

PLEASE NOTE: This form is OPTIONAL; you may opt to use a draft of your own advertisement.

2. Attach this form (or a draft of your own advertisement) to a completed Search Initiation Request form.

PLEASE NOTE: You only have to complete any additional/ relevant fields on the Search Initiation Request form that are not already indicated on this form.

3. Email the documents to your Academic Affairs Recruitment Specialist. Your Academic Affairs Recruitment Specialist will contact you to confirm the details of your recruitment.

If you would like assistance, please contact your Recruitment Specialist:

<http://academicaffairs.ucsf.edu/academic-personnel/recruitment-retention/sections/recruitmentteam.php>

Slots – Single or Multi-slot search

One position (single slot search)

Multiple positions (multi- slot search)

List number of slots: (optional)

Levels

I II III IV V VI VII

Qualifications

Master's Degree Ph.D. M.D.

Area of Specialization / Responsibilities: (optional)

Required Qualifications: (optional)

Preferred Qualifications: (optional)

Applicants must submit the following materials to [VPAA will insert AP Recruit link] (CV is always required):

- Curriculum Vitae Cover Letter Statement of Research References
 Miscellaneous, please specify:

Additional language to be included in the advertisement:

The Academic Administrator series is used principally in organized activities other than organized research units for appointees who administer programs that provide service to academic departments and serve the general public. The duties are more in administration than in teaching and/or research, although the administration may include participation in as well as the overseeing of programs involving teaching, research, or academically-based public service. Appointees in the Academic Administrator series must have professional and academic qualifications similar to those of academic appointees in the organized activity with which the appointee is to be concerned. Screening of applicants will begin immediately and will continue as needed throughout the recruitment period. Salary and rank will be commensurate with the applicants experience and training.

UC San Francisco seeks candidates whose experience, teaching, research, or community service that has prepared them to contribute to our commitment to diversity and excellence. The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status.