To maintain job postings for Academic Professional positions, click the **Job Postings** link on the **Admin Transactions** tab.

**NOTE**: You must have Banner Submitter- or Approver-level access to create, edit, or delete job postings.

Enter the **Campus** and **Organization Code** of the department possessing the job.

**Select the HR Campus** location where the job will be located.

Click the **Continue** button.
Adding a Job Posting

A list of current job posting for the department appears.

To add a new job posting, click the Add link.

Job Postings

The following list shows the current job postings for your department. Using this page you may edit or delete an existing job posting or create a new job posting. Select the posting you wish to view, edit, or delete by clicking on the radio button next to it and clicking on the appropriate link at the bottom of the list. You may exit out of the Job Posting application at any time by clicking on the Exit button.
Complete the required fields, marked with a red asterisk (*), to create the job posting. For tips on completing a posting, click the Instructions link.

**HINT:** While some fields are optional on this page, the more information you enter provides a more complete job posting.

- **Hiring Unit** – department where the job is located
- **Job Title** – title of the position being advertised
- **EEO Search Number** – number assigned to the job search by the Equity/Affirmative Action office confirming it has been approved
- **Job Location** – campus where the job is physically located. You can select more than one location if it is negotiable.
- **Position Type** – type of position for the job.
- **Job Available** – when the position can be filled. You can enter an actual date of a statement such as “Today”
- **Salary Range** – minimum and/or maximum salary available for this position.
- **For full consideration, apply by** – date by which the applicant must submit all required documents for consideration.

Add a Job Posting

Please be aware that a field has been added to this form that requires you to enter the documents required to apply for this position.

This form is the first of three used to build a job posting for the Employment Center. After completing this week on regarding the position information, click Generate to go to the next step. If you have questions regarding how to complete a job posting, please see the Instructions button.

**What You Need To Know**

Enter information into the form by clicking in the box and typing data or by selecting the appropriate button or box. All questions marked with a * are required and must be completed before your form can be processed.

You may exit out of the Job Posting application at any time by clicking the Exit button.

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**College/Department Information**

- **Code:** 904000
- **Name:** Assoc VP Human Resources

- **Hiring Unit:**
- **Job Title:**
- **EEO Search Number:** 2245

- **Job Location:**
  - Chicago
  - Peoria
  - Rockford
  - Springfield
  - Urbana-Champaign
  - Other: Please specify

- **Position Type:**
  - Academic Professional
  - Administrator (No Faculty App’t. Required)
  - Faculty
  - Academic Administrator (Faculty App’t. Required)

- **Job Available:**

- **Salary Range:**
  - [ ] $0
  - [ ] $1
  - [ ] $2

- **For full consideration, apply by:**
• **Job Description** – description of job duties

• **Minimum Education and Work Experience** – minimum education and experience required to be considered for the position

• **Specific Skills Desired** – list of skill you would like the applicants to possess for the position

• **Documents Required** – list of documents the applicant must submit to be considered for the position

• **Full or Part Time** – select if the position is a 100% appointment (full time) or less than 100% appointment (part time)

• **Continuous or Temporary** – select if the position is expected to continue or be temporary/visiting position

• **Service Time** – select if the job service occurs over a 9-, 10-, or 12-month period

• **Link to Department Profile** – indicate if you want to link your department profile to this job posting. Instructions for completing a department profile are found in the DART – Creating a Department Profile document.

Click the **Continue** button to continue creating the job posting.
Job Categories help job applicants better identify the type of position you are posting. They also are used by applicants to narrow their search when searching the job postings for the University.

Select the checkbox next to at least one, and up to three, job categories that are best associated with the job posting. You can select job categories from the following areas:

- Business and Finance
- Communications/Public Relations
- Computers/Data Processing
- Creative/Fine Arts
- Data/Information Management
- Education-Related
- General Administration
- Health-Related
- Human Resource Management
- Recreation/Athletics
- Research-Related/Sponsored Programs
- Resource Management-Space, Facilities
- Scientific/Technical
- Social Sciences
- Student Relations

Click the Continue button to continue creating the job posting.
HINT: While some fields are optional on this page, the more information you enter provides a more complete job posting.

- **Contact Name** – person the applicant should contact if they have questions about the job posting
- **Contact Address 1** – street address of the department where the applicant should send all correspondence
- **Contact City** – city of the departmental address
- **Contact State** – state of the departmental address
- **Contact Zip Code** – zip code of the departmental address
- **Contact Phone Number** – phone number the applicant can call if they have questions about the job posting
- **Contact Fax Number** – fax number the applicant can use to send all correspondence
- **Contact Email Address** – email address of the person receiving all correspondence regarding this job posting

Click the **Continue** button.
You can view your job posting as it will appear in the Employment Center.

To make changes to the posting, click the Back button and edit the text.

To save your posting and send it to the Human Resources office for review, click the Submit button.

To exit the application without saving your text, click the Exit button.

Job Posting Confirmation Page

This page will display your job posting as it will be seen in the Employment Center. If you choose to link your department profile, it will be linked to your department name. If you are satisfied with the job posting, click Submit to send it to your Human Resources office for review. If you would like to make changes, click Back to return to the form.

Hiring Unit: University of Illinois
Department of Crop Sciences

Job Title: Research Specialist
EEO Search Number: 54321
Job Location(s): Urbana, Illinois
Job Available: Today
Salary Range: $4000 (Min.) - $40000 (Max.)
11/15/2005

Job Description:
Duties for this position include: 1) Test 2) Test 3) Test 3

This is a full-time, twelve-month position.

This is a continuous, full-time, twelve month position.

Minimum Education and Work Experience:
B.S. degree required; M.S. degree preferred. Minimum five years experience in research.

Specific Skills Desired:
Experience operating laboratory equipment and Microsoft Office programs preferred.

Documents Required to Apply for this Position:
To ensure full consideration for this position, please submit a letter of application, resume, and three letters of reference.

Resume and Required Documents Should be Fomratted To:

Vicki Smith
123 Campus Street
Urbana, IL 61801
Phone: (217) 555-1111
Fax:

Email: smithv@illinois.edu

The University of Illinois is an Affirmative Action/Equal Opportunity Employer.
Once you submit your job posting, it is sent to Human Resources for processing. The posting becomes available in the Employment Center within the next two working days.

You also can see the Job Categories associated with your posting on this page.

Click the Exit button to return to the Job Postings list for your department.

Editing a Job Posting

To edit an existing posting, select the radio button next to the posting and click the Edit link.

A page appears where you can edit the job posting similar to the process used in creating the job posting.
Deleting a Job Posting

To delete an existing posting, select the radio button next to the posting and click the **Delete** link.

A dialog box appears to confirm you want to delete the selected job posting.

Click the **OK** button to continue.

The Job Posting Delete Page confirms that the job posting you selected has been deleted.

Click the **Back** button to return to the Job Postings list page.

Click the **Exit** button to exit the application.
Viewing a Job Posting

To view an existing posting as it appears in the Employment Center, select the radio button next to the posting and click the View link.

A page appears where you can view your job posting as it will appear in the Employment Center.