

Professional Researcher 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)

Qualifications based on rank – check all Ranks that apply

☐ **Assistant** - Appointees in the Professional Research series must possess a doctorate or its equivalent.

☐ **Associate** - Appointees in the Professional Research series must possess a doctorate or its equivalent.

Appointees at the Associate rank in the Professional Research series will be expected to possess unique and essential research expertise, make meritorious contributions in independent and creative research activity and participate in university and/or public service.

☐ **Full** - Appointees in the Professional Research series must possess a doctorate or its equivalent.

Appointees at the Full rank in the Professional Research series will be expected to possess unique and essential research expertise, make meritorious contributions in independent and creative research activity and participate in university and/or public service.

Area of Specialization / Responsibilities: (optional)

Required Qualifications: (optional)
Preferred Qualifications: (check all that apply) (optional)

- ☐ Track record of independent research
 ☐ Existing extramurally funded research program
☐ Principal investigator for a grant
 ☐ Completion of post-doctoral fellowship
☐ History of potential to develop a sustained source of research funding

Other preferred qualifications:

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:

For Supervisory Positions ONLY, Ad Must Include:

The incumbent will supervise two or more employees and will be responsible for full oversight for staffing, performance management, and daily operations.

Additional language to be included in the advertisement:

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.

