

## Specialist 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>

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**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** (Degree requirement and years of experience will be set as the basic qualifications)

☐ **Junior** - Specialists appointed at the junior rank must possess a baccalaureate degree (or equivalent degree) or at least four years of research experience (e.g., with instrumentation and research equipment, social science research methods, or creative activities).

☐ **Assistant** - Specialists appointed at the Assistant rank must possess a master's degree (or equivalent degree) or five years of experience in the relevant specialization.

☐ **Associate** - Specialists appointed at the Associate rank must possess a master's degree (or equivalent degree) or five to ten years of experience in the relevant specialization. Appointees at the Associate level should have significant record of academic accomplishment including published or in-press publication, and a demonstrated record of University and/or public service. Additionally, appointees at the Associate level will provide considerable independence in planning and execution of research.

☐ **Full** - Specialists appointed at the full rank must possess a terminal degree (or equivalent degree) or ten or more years of experience in the relevant specialization. Appointees at the Full level should have significant record of academic accomplishment including published or in-press publication, and a demonstrated record of University and/or public service. Additionally, appointees at the Full level will provide considerable independence in planning and execution of research.

**Area of Specialization / Responsibilities:** (optional)

**Required Qualifications:** (optional)

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

☐ Post-graduate training in field    ☐ Independent specialized research    ☐ Management experience

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 Specialist 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:**

Appointees in the Specialist series will be expected to engage in specialized research, professional activities and do not have teaching responsibilities. Specialists are expected to use their professional expertise to make scientific and scholarly contributions, and may participate in University and Public Service. 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.