

## **Non-Faculty Academic Advertisement Request Form (All Series)**

Complete and attach this form to your Search Initiation Request if you would like your Recruitment Specialist to create a draft of your advertisement.

Alternatively, you may complete the same fields on the Search Initiation Request Form. If you need assistance, please contact your [Academic Recruitment Specialist](#).

**1) Enter a Description/ List of Position Duties:** (Include supervisory responsibilities if applicable)

**2) Enter the Required Qualifications for the Position:** (For Specialist and Professional Research positions - Required qualifications per the ARU contract will automatically be included in the job posting; see below).

### **Required Qualifications for Series in the Academic Researchers Union:**

#### **Specialist Series:**

Junior Specialist - Baccalaureate degree (or equivalent degree) or at least four years of research experience

Assistant Specialist - Master's degree or a baccalaureate degree with 3 or more years of research experience

Associate Specialist - Master's degree (or equivalent degree) or five to ten years of experience in the relevant specialization

Full Specialist - terminal degree (or equivalent degree) or ten or more years of experience in the relevant specialization

#### **Professional Research Series:**

All ranks - Doctorate or its equivalent

**3) Enter the Preferred Qualifications for the Position if applicable:**

**4) When must applicants possess the basic required qualifications for the position? (Choose one option)**

**At time of application**

**At time of hire**