

**Download this Job Posting Template to create your job posting.**

**Fill out the template below. Once you have done that, email your job posting template to [humres@drew.edu](mailto:humres@drew.edu) to review and prepare for upload into ADP.**

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Drew University is seeking a [POSITION] in the [DEPARTMENT]. Please use this space to give a brief description of the position. For example, you can mention details like FLSA status, intended work schedule (i.e. 9-month, 10-month, 12-month), reporting relationship, or any other relevant position description details.

**Key Responsibilities:**

**Required Qualifications:**

**List the minimum academic requirements for this position: Bachelors required, Masters, preferred**

- **List the minimum years of practical, relevant experience required for this position (use bulleted )**

**How to Apply:**

To apply, submit the following materials.

- Cover letter
- CV/Resume
- Graduate Transcript
- Contact Information of 3 professional references

Please apply by [XXX XX, 202X]. Application review will be on a rolling basis as applications are submitted; early applications are encouraged.

**About Drew University:**

*Drew University, a Phi Beta Kappa liberal arts university, includes the College of Liberal Arts, the Drew Theological School, and the Caspersen School of Graduate Studies. Drew is located on a beautiful, wooded campus in Madison, New Jersey, a thriving small town close to New York City. It has a total enrollment of more than 2,200 students and has 143 full-time faculty members, 98 percent of whom hold a terminal degree in their field. The Theological and Caspersen schools*

*offer master's and doctoral degrees, and the College confers BA and BS degrees in 40 disciplines, and offers 61 minors, 18 Dual-Degree programs, and seven New York Semesters.*

*To enrich education through diversity, Drew University is an Equal Opportunity Employer.*

*Following federal and state requirements; a candidate must provide proof of eligibility to work in the United States if selected for hire.*

*These positions are subject to a background check.*