

WAWU'S PROPOSAL RE JOB POSTING

3/4/24

Job Posting

- Section 1. The University shall post information on the Student Employment Center Website regarding open hire ESE positions. Positions that are not open hire positions are those positions that are (a) typically assigned to ESEs in specific degree programs or made in the context of admission to a degree program, or (b) offered under an existing advising relationship with a faculty member.
- Section 2. Open hire positions will be posted for at least two (2) weeks except in situations in which the appointment period must begin less than two (2) weeks after the job is posted.
- Section 3. All open hire position postings shall contain the following information:
- 3.1. Job title
 - 3.2. Summary of the general nature of required duties
 - 3.3. Minimum and any preferred qualifications
 - 3.4. Job % FTE for salaried employees or minimum and expected hours for hourly employees
 - 3.5. Start Date
 - 3.6. Expected end Date
 - 3.7. Hiring unit
 - 3.8. Supervisor Name (if known)
 - 3.9. Salary/wages
 - 3.10. Applicable benefits
 - 3.11. Tuition and fee waiver or exemption information (if applicable)
 - 3.12. A statement that the position is covered by this collective bargaining agreement
 - 3.13. Web address/hyperlink to the current collective bargaining agreement, and
 - 3.14. Web address/hyperlink to the Union's website.
 - 3.15. Work or reporting location
 - 3.16. Deadlines for application
 - 3.17. Application instructions, including the name and location of the office

where inquiries and applications may be submitted.

3.18. An employment non-discrimination statement

Section 4. The determination of job requirements and qualifications shall be made by the University. Once the University has determined the hiring criteria, hiring qualifications shall not be modified to be more restrictive nor job requirements to be more extensive during the posting period.

Section 5. The University shall post all pay rates on a designated University website.