

Job Postings

Section 1. The University shall post information on a university jobs website such as Careers at UA regarding open hire graduate assistant, student assistant, and fellow positions. Open hire positions are those positions not used to fulfill a commitment of support made to a student, either (a) at the time of admission or (b) under an existing advising relationship with a faculty member(s). The University shall notify the Union of any such address of the website within 30 days of ratification of this Agreement.

Section 2. Open hire positions may be announced to all eligible applicants within a Department or Hiring Unit without being posted to a University website. The application deadline for Departmental or Hiring Unit postings shall be two weeks, except in emergency situations, which is granted for positions that are to begin within two weeks. If the position is not filled after two weeks, it shall be posted to a University website.

Section 3. Application deadlines for positions posted to a University website shall be no sooner than two weeks after jobs are posted, except in emergency situations (position will start within two weeks). Notification shall take place for appointments not more than two weeks after applications are due.

Section 4. All postings or re-postings shall at minimum contain the following information:

- A. An employment non-discrimination statement;
- B. Classification and a summary of the nature of required duties (job requirements, including expected hours required or appointment percentage (% FTE) if applicable, and qualifications);
- C. Procedures regarding the application and re-application process including the name and location of the office where inquiries and applications may be made;
- D. Hiring criteria;
- E. Job requirements and qualifications;
- F. Deadlines for application, acceptance and notification;
- G. Effective dates and duration of appointment (when applicable);
- H. Salary range or wage range;
- I. Benefits information applicable to the position, including health insurance office contact information where applicable.
- J. Tuition and fee waiver or exemption information, if applicable;

- K. Statement indicating that the position is covered by a collective bargaining agreement and a website link to the current collective bargaining agreement.

Section 5. The determination of job requirements and qualifications shall be made by the University. Once the University has determined the hiring criteria, they shall not be modified to be more restrictive within the same hiring period.

Section 6. Re-posted positions shall remain posted at a University website for no less than one week. The application deadline shall be no less than one week from the time of re-posting.

Section 7. Once a position which has been posted has been filled the University will use its best efforts to remove the job listing from hiring websites within one (1) business day.