

University of Maryland, Baltimore (UMB)

Staff Position Posting Template

NOTE: While some of the language in this template is required, the position summary should be customized to the position.

[SAMPLE GENERAL DESCRIPTION OF POSITION]

Position Title: [Insert Staff Position Title]

Department/Division/School: [Insert Department or School Name]

[INSERT SCHOOL OVERVIEW]

The [Department/Division/School] at UMB invites applications for a [position title] in [specific discipline or focus area]. The successful candidate will [brief position summary].

Additional Information

[Insert Benefits language based on employee classification]

[Insert out of state language]

[Insert COVID language if needed]

Key Responsibilities

- [List key responsibilities]
- [List key responsibilities]
- [List key responsibilities]

Minimum Qualifications

- [List any education requirements]
- [List any experience requirements]
- [List any supervisory requirements]
- [List any certification/licensure requirements]
- [List any other requirements]

Knowledge, Skills, and Abilities

- [Insert required KSAs]

- [Insert required KSAs]
- [Insert required KSAs]

Salary Range: \$[Insert Salary Range]

Equal Employment Opportunity Statement

UMB is committed to cultivating a diverse and inclusive workforce and is proud to be an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, ancestry or national origin, sex, pregnancy or related conditions, sexual orientation, gender identity or expression, genetic information, physical or mental disability, marital status, protected veteran's status, or any other legally protected classification.

If you anticipate needing a reasonable accommodation for a disability under the Americans With Disabilities Act (ADA), during any part of the employment process, please submit a [UMB Job Applicant Accommodation Request](#). You may also contact HRDiversity@umaryland.edu. Please note that only inquiries concerning an ADA request for reasonable accommodation will be responded to from this email address.

The University of Maryland, Baltimore prohibits sex discrimination in any education program or activity that it operates. Individuals may report concerns or questions to the Title IX Coordinator. Read the [UMB Notice of Non-Discrimination](#) for more information.