

**Instruction:** Have single space between heading sections. If you don't have items for a particular section remove it, for example under the Additional Application Materials Required section. Make sure to use the orange color for the section heading. Use bullets when there is a list.

**Profile of the dept. or college** (Not required) Insert Name Here:

**The Opportunity** (Job description):

**Responsibilities:**

**Minimum Qualifications:**

**Preferred Qualifications:**

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## **Additional Application Materials Required:**

## **Special Instructions to the Applicants:**

### **Who Are We?**

Founded in 1963 to fuel the region's talent pipeline and support the growing U.S. space program, UCF is built to make a better future for our students and society. It's one of the reasons U.S. News & World Report ranks UCF among the nation's top 20 most innovative colleges, while Forbes, Kiplinger, and The Princeton Review rank us a best-value university. UCF is one of 14 universities nationwide designated as both a Hispanic-Serving Institution and a Research 1 university. With 13 colleges, including a fully accredited College of Medicine, UCF offers more than 220-degree programs between its main campus, downtown campus, hospitality campus, academic health sciences campus, and 11 UCF Connect centers located throughout the region. In addition, UCF extends its reach to communities in and beyond Central Florida by offering complete, online programs leading to bachelor's degrees, master's degrees, Ph.D.'s., certificates, and more.

**Unless explicitly stated on the job posting, it is UCF's expectation that an employee of UCF will reside in Florida as of the date the employment begins.**

### **Additional Requirements related to Research Positions:**

Pursuant to Florida State Statute 1010.35, prior to offering employment to certain individuals in research-related positions, UCF is required to conduct additional screening. Applicants subject to additional screening include any citizen of a foreign country who is not a permanent resident of the U.S., or who is a citizen or permanent resident but is affiliated with or has had at least 1 year of education, employment, or training in China, Cuba, Iran, Russia, North Korea, Syria, or Venezuela.

The additional screening requirements only apply to research-related positions, including, but not limited to faculty, graduate positions, individuals compensated by research grants or contract funds, post-doctoral positions, undergraduate positions, visiting assistant professors, and visiting research associates.



# Student Development and Enrollment Services

## Create a Job Requisition

Supervisory Organization (supervisor of position): \_\_\_\_\_

Position Type: \_\_\_\_\_

Position Title: \_\_\_\_\_

Reason: \_\_\_\_\_

Recruiting Instructions: \_\_\_\_\_

Recruiting Start Date (*at least 3 days after submitting this form*): \_\_\_\_\_

Target Hire Date: \_\_\_\_\_

Additional Job Description (*preferences*):

Worker Sub Type: \_\_\_\_\_

Primary Location: \_\_\_\_\_

Scheduled weekly hours (*example: Monday-Friday 8-5*): \_\_\_\_\_

Work Shift: \_\_\_\_\_

Cost Center (*ex. CC 5 digits*): \_\_\_\_\_

Work tag 1(if applicable): \_\_\_\_\_

Work tag 2 (if applicable): \_\_\_\_\_

Salary / Hourly rate: \_\_\_\_\_

*Department representative's signature*

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Roles (only fill out if applicable):

Primary recruiter: \_\_\_\_\_

Search committee assistant: \_\_\_\_\_

Search committee chair: \_\_\_\_\_

Search committee members: