Temporary Posting/SPAR Posting

**Temporary University Specialist [Title, or a different title]**

***Accounting Office, Storrs Campus [Department, can be 1 row or 2]***

Summary sentence/paragraph

**DUTIES AND RESPONSIBILITIES**

List or paragraph of duties, whatever department has in the initial ad copy.

**MINIMUM QUALIFICATIONS**

List or paragraph, whatever the department has in the initial ad copy.

**PREFERRED QUALIFICATIONS**

List or paragraph, whatever the department has in the initial ad copy.

**APPOINTMENT TERMS**

Any information about salary, appointment terms, hours, type of appointment, start date, etc.

**TERMS AND CONDITIONS OF EMPLOYMENT**

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check.

**TO APPLY**

[How the department wants applicants to apply. They must have a specified email for applicants to send the applications to. For example:]

Please send a **cover letter**, **resume** and list of **three professional references** with contact information to [xxxx@uconn.edu](mailto:xxxx@uconn.edu). Review of applications will begin immediately. (Search #HR21-XX)

All employees are subject to adherence to the State Code of Ethics, which may be found at <http://www.ct.gov/ethics/site/default.asp>.

*All members of the University of Connecticut are expected to exhibit appreciation of, and contribute to, an inclusive, respectful, and diverse environment for the University community.*

*The University of Connecticut aspires to create a community built on collaboration and belonging and has actively sought to create an inclusive culture within the workforce.  The success of the University is dependent on the willingness of our diverse employee and student populations to share their rich perspectives and backgrounds in a respectful manner.  This makes it essential for each member of our community to feel secure and welcomed and to thoroughly understand and believe that their ideas are respected by all.  We strongly respect each individual employee’s unique experiences and perspectives and encourage all members of the community to do the same.  All applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*

*The University of Connecticut is an AA/EEO Employer.*