Advertisement Template
for Non-Senate Academic Positions at UC Berkeley

The Department of [department name] at the University of California, Berkeley seeks applications for a [title, rank step], in the area of [specialty or field of study], at percent time [full-time, part-time or exact percent time] with an expected start date of [approximate start date].

[Position description narrative].

Basic qualifications: A [degree or equivalent] is required at time of application [if applicable, or the completion of all degree requirements except the dissertation are required at time of application]. Experience with [techniques, field, etc.] is required [optional, if applicable]. Other basic qualifications (optional).

[Additional qualifications]. (qualifications required to be hired for the position).

[Preferred qualifications]. (Optional)

[Provide salary or salary range].

Diversity statement [e.g., the department is interested in candidates who will contribute to diversity and equal opportunity in higher education through their work, or other statement].

Family friendly statement [e.g., UC Berkeley has an excellent benefits package as well as a number of policies and programs to support employees as they balance work and family].

To apply, please go to the following link: [link to AP Recruit for this position]. Applicants should submit [requirements for submission, e.g., cover letter, curriculum vitae, research statement, summary of teaching experience, publications, etc., as applicable]. Applicants should also provide [contact information only or request] [number of] letters of recommendation.

All letters will be treated as confidential per University of California policy and California state law. Please refer potential referees, including when letters are provided via a third party (i.e., dossier service or career center), to the UC Berkeley statement of confidentiality (http://apo.berkeley.edu/evalltr.html) prior to submitting their letters.

The position will remain open until filled.

Please direct questions to [contact information].

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status. For the complete University of California nondiscrimination and affirmative action policy see: http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct.