

- Title or name of position
 - Starting date
 - Qualifications
 - Required
 - Preferred
 - Veteran's Preference
 - Duties or responsibilities
 - How to apply
 - To Whom
 - Documents required
 - (Letter of application, resume, transcripts, etc.)
 - Date the selection process will begin
 - Equal opportunity employer statement
- * This position can be completely readvertised or existing applicants can be reconsidered. Whichever alternative is chosen, all previous applicants should be notified of the reopening.